



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452000
SAN DIEGO CA 92145-2000

StaO P8600.1A

Ordinance

1 DEC 1999

STATION ORDER P8600.1A

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR THE PROCESSING AND
SUPPORT OF CLASS V AMMUNITION AND EXPLOSIVES (SHORT TITLE:
SOP FOR THE STATION ORDNANCE SECTION)

Encl: (1) Locator Sheet

1. Purpose. To promulgate policies and procedures for the processing and handling of Class V(A) and Class V(W) material in support of tenant and visiting units aboard Marine Corps Air Station (MCAS) Miramar.
2. Cancellation. StaO P8600.1
3. Recommendation. Recommendations concerning the contents of the SOP for the station ordnance section are invited. Such recommendations will be forwarded to the Commanding General, MCAS Miramar (Attn: Ordnance.) via the appropriate chain of command.
4. Background. All station ordnance personnel will be familiar with the contents of this Order and its references. It is highly recommended that all units requiring support from station ordnance familiarize themselves with this Order and references to ensure optimum ordnance support and shall develop individual unit specific SOP's in accordance with NAVSEA OP 5 Volume 1, NAVSEA 8023.11, and MCO 8020.10 as applicable. Supported activities shall make NAVSEA SOP's available to the station ordnance officer and the station explosive safety officer for annual review.
5. Responsibility. The ordnance officer is responsible for the operational and administrative control of the station ordnance section and will be guided in the performance of his duties by the references and all other relevant Orders pertaining to duties.
6. Certification. Reviewed and approved this date.

StaO P8600.1A

1 DEC 1999

7. Distribution Statement. This Order is approved for public release.


T. A. CAUGHLAN
Chief of Staff

DISTRIBUTION: A

STATION ORDNANCE SOP

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES (SOP) FOR THE PROCESSING AND
SUPPORT OF CLASS V AMUNITION AND EXPLOSIVES (SHORT TITLE:
SOP FOR THE STATION ORDNANCE SECTION)

Location: _____
(Indicate location(s) of copy(ies) of this Manual.)

ENCLOSURE (1)

SOP FOR STATION ORDNANCE





RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

SOP FOR THE STATION ORDNANCE SECTION

RECORD OF APPROVAL

	SIGNATURE	DATE
CHIEF OF STAFF	(4) <u></u>	<u>1 Dec 99</u>
ADJUTANT	(3) <u></u>	<u>18 Nov 99</u>
STATION SAFETY	(2) <u></u>	<u>13 Oct 99</u>
STATION ORDNANCE	(1) <u></u>	<u>14 Oct 99</u>

SOP FOR THE STATION ORDNANCE SECTION

PROCESS SUPERVISOR'S STATEMENT

I have read this SOP. I understand it. To the best of my knowledge the processing described within this SOP can be done in a safe, healthful and environmentally sound manner. I have made sure all persons assigned to this process are qualified and have read and understand the requirements of this SOP and have signed the worker's statement for this process. I will conduct an annual review of this SOP during recurring processing. If deviations from this SOP are necessary, I will ensure that this processing is stopped until the SOP is revised and approved. If unexpected safety, health or environmental hazards are found, I will make sure this processing is stopped until the hazards have been eliminated.

Supervisor's Name	Date	Supervisor's Name	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SOP FOR THE STATION ORDNANCE SECTION

WORKERS STATEMENT

I have read this SOP and I have received the hazard control briefing. I understand them. I will follow this SOP unless I identify a hazard not addressed in it or encounter an operation I do not understand. If that occurs, I will stop this processing and notify my immediate supervisor of the problem.

Worker's Name	Date	Worker's Name	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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SOP FOR THE STATION ORDNANCE SECTION

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SOP FOR THE STATION ORDNANCE SECTION

CHAPTER 1

RESPONSIBILITIES

1000. GENERAL

1. Ammunition and explosives are positioned at MCAS Miramar to support tenant command training. This mission essential commodity presents hazards to all personnel with whom it comes into contact with during its life cycle. Further, careless losses, improper disposition, theft, and unauthorized use exposes the public to hazards not normally encountered in the community.

2. Improper processing, handling, and loading of explosive ordnance have in the past caused mishaps, which cause injury, loss of life, or damage to property as well as reduced operational effectiveness. Most ordnance mishaps are caused by personnel error based on one or more of the following:

a. Lack of effective use of available training or lack of knowledge on the part of the individuals and teams who handle ordnance.

b. Lack of necessary effective leadership and supervision by the supervisory personnel directly responsible for the operations involving ordnance.

c. High tempo operations during which awareness of explosive safety tends to be degraded as a result of fatigue, short cuts to get the job done on time, or complacency stemming from rapid, repeated, and often monotonous tasks.

d. Loss of continuity caused by the discharge, transfer, promotion or retirement of experienced personnel.

e. Failure to follow or maintain current standing operating procedures, which have been established for specific processes or evolutions involving ordnance.

3. Ultimate responsibility for safety during any ordnance evolution rests upon the Commanding General. This chapter is established to ensure that operations involving ordnance are performed solely by qualified personnel and it emphasizes the need for attention at all levels of command for effective implementation and continuation.

4. Upon assignment to the station ordnance section, all personnel are required to read this directive and sign either the supervisor's statement or the process worker's statement as applicable for thorough understanding and compliance. Tenant activities shall include this directive as part of the Command's read and initial program.

5. Upon assignment to the station ordnance section, all personnel are required to be given an initial hazardous control brief on all hazardous conditions present, or those that may be encountered with types of ordnance stored, transported, or issued aboard MCAS Miramar. They will be fully indoctrinated on these procedures through weekly technical training, read and initial and active message boards (Type II Hazard Control Briefing). The training Noncommissioned officer in charge will give this brief. (Type I Hazard Control Briefing)

1001. STATION ORDNANCE OFFICER. The station ordnance officer will manage the station ordnance safety program, and will be designated in writing by the commander as the senior member of the station ordnance section qualification/certification board. These duties will include, but not be limited to, the following:

a. Implementing and administering the qualification and certification program for class V munitions and explosive devices for station ordnance personnel. Unit commanders of tenant activities are responsible for implementation and administration of their respective qualification and certification program.

b. Coordinating with the AC/S, G-6 in monitoring hazards of electromagnetic radiation to ordnance (HERO) procedures.

c. Coordinating with the Planning and Engineering Divisions, Facilities Management Department, in application of explosive safety criteria for munitions storage facilities planning.

d. Coordinating with higher headquarters, the explosive ordnance disposal officer as well as the Hazardous Waste Program manager for disposal of unserviceable ordnance items.

e. Monitoring net explosive weight (NEW) and explosive safety quantity distance (ESQD) requirements for all ordnance storage buildings.

f. Conducting wall to wall inventories of all category I (CAT I) ordnance items at least semi-annually and category II-IV (CAT II-IV) ordnance items at least annually.

g. Ensure that all personnel sign the "Workers Statement of Understanding".

h. Ensure that all SOP's are in compliance with NAVSEAINST 8023.11.

1002. ORDNANCE CHIEF. The ordnance chief works under the direct supervision of the ordnance officer and assumes the duties in the Ordnance Officer absence. The Ordnance Chief assists the ordnance officer in managing the activities of station ordnance personnel, instructs and trains station ordnance personnel, prepares orders, naval messages, instructions, SOP's, and safety precautions. In addition, the Ordnance Chief advises and is a co-coordinator for the Qualification/Certification Program.

1003. ORDNANCE NON-COMMISSIONED OFFICER IN-CHARGE (NCOIC). The NCOIC works under the direct supervision of the ordnance officer. In addition, the NCOIC will supervise and coordinate the operational tempo within the ordnance section's administrative, magazine, stock recording, and quality assurance/safety sections.

1004. AMMUNITION STOCK RECORDING SECTION NON-COMMISSIONED OFFICER IN-CHARGE (ASRS NCOIC). The ASRS NCOIC is responsible to the ordnance officer and the NCOIC for the management of the ASRS section. The ASRS NCOIC is responsible for:

a. Supervision and control of class V(A) and class V(W) material. To include, the Marine Corps Air Bases Western Area OT cog expenditure reporting and inventory management.

b. The proper requisitioning, receiving, processing, reserving, and issuing of all ordnance for tenant and visiting units.

c. Training personnel how to use the automated data processing equipment (ADPE) and how to perform low-level maintenance on the equipment.

d. Ensuring that naval ammunition reclassifications (NAR's), ammunition info notices (AIN's) and overhead firings (OHF) are current and properly adhered to as required. Also, the NCOIC is

responsible to ensure that the Magazine and QA/Safety sections are aware of new NAR's, AIN's and OHF's and that they receive copies of such.

e. The ASRS NCOIC will notify and coordinate with the Magazine NCOIC by documentation as to what ordnance items and quantities are to be prepared for issue, as well as identify the units and time frames of future operations.

1005. MAGAZINE SECTION NON-COMMISSIONED OFFICER IN-CHARGE (MAG NCOIC). The MAG NCOIC is responsible to the ordnance officer and the NCOIC. The MAG NCOIC will fill all requirements and requisition documents given by the ASRS NCOIC. The MAG NCOIC is responsible for the operations within the Magazine section, the performance of personnel assigned, and to ensure that ordnance regulations, directives and references are being complied with. The MAG NCOIC is responsible for ensuring the Magazine Section conducts proper issues, turn-ins, and is ever vigilant in ensuring the most efficient space utilization for storage of class V(A) and class V(W) material. In addition, the NCOIC will ensure that the 40MM Saluting Battery guns are properly maintained and stored.

1006. ADMINISTRATIVE NON-COMMISSIONED OFFICER (ADMIN NCO). The Administrative NCO is responsible to the QA/Safety NCOIC for the proper performance of all administrative functions. The Administrative NCO will:

a. Ensure the proper and timely submission of administrative correspondence as deemed necessary by the ordnance officer/chief and QA NCOIC.

b. Maintain an orderly filing system.

c. Perform daily administrative runs to various departments on the air station as determined by the ordnance officer/chief and NCOIC.

1007. QUALITY ASSURANCE / SAFETY NON-COMMISSIONED OFFICER IN-CHARGE (QA/SAFETY NCOIC). The QA/Safety NCOIC is responsible to the ordnance chief, and ultimately the ordnance officer. The duties and responsibilities of the QA/Safety NCOIC are, but not limited to the following:

- a. To ensure that all ground, personnel, and explosive safety rules, procedures and regulations are adhered to.
- b. Aviation ground mishaps within the station ordnance compound are reported to the ordnance officer/chief.
- c. To evaluate all explosive and non-explosives evolutions within the division, and formulate recommendations that will enhance safety, efficiency and compliance with applicable orders and directives.
- d. To maintain the ordnance section training program, and ensure that all personnel are receiving proper training, both Marine annual training and aviation ordnance qualification/certification training.
- e. To maintain the ordnance section orders and directives section (formerly known as TPL). All efforts will be made to obtain required orders and directives in either electronic or CD-ROM format. Paper copy redundancy will be held to a minimum.
- f. To manage the ordnance section keys and locks program for all keys and locks within the division's control.
- g. To perform the duties as the collateral duty manager, by ensuring that all collateral duty responsibilities are being properly trained and familiar with the duty responsibilities.
- h. To oversee the ordnance administration section and ensure that all correspondence is properly prepared, routed, and filed.

1008. EXPLOSIVE SAFETY OFFICER. The explosive safety officer is responsible to the Commander and is assigned to the station safety department. The role of the explosives safety officer is to manage the explosives safety program and provide reasoned informed advice to the Commanding General regarding compliance with explosive safety standards and acceptable levels of risk with regard to explosive operations. The explosives safety officer, specifically, is responsible for assuring that personnel involved with explosive operations receive formal training and are operating in compliance with NAVSEA OP 5 Volume 1 and all other applicable NAVSEA directives and Marine Corps orders and ensuring compliance with the following:

a. Inspecting of all explosive workplaces, storage areas, and magazines at least annually, or more frequently depending on the degree of hazard or to ensure compliance with explosive safety standards. Ready Service Lockers (RSL) will be inspected at least annually.

b. Maintaining records of results of inspections and corrective actions, reports of accidents and incidents as required by appropriate directives. Maintain copies of site approval documents.

c. Review of all NAVSEA SOP's on explosive operations involving station personnel and tenant units annually.

d. Conduct periodic reviews and provide recommendations to ensure that personnel who work with explosive materials or work in operations involving explosive materials are qualified and certified to perform the tasks involved.

e. Review and make recommendations on all site approval documents for explosive storage/operation facilities generating ESQD arcs, all facility construction or modification plans for structures which are in, or may be affected by ESQD arcs or ordnance operations.

f. Approve and issue work permits for all maintenance involving hot work on storage areas, to include contractor maintenance operations. Permits for hot work on magazines must be per NAVSEA OP 5 Volume I.

g. Monitor the inert ordnance program per OPNAVINST 8020.13 and command policy to ensure training and display munitions are inert, contain no hazardous materials and are properly marked.

h. Monitor explosive safety training to ensure information is current, adequate, and in accordance with published directives. Provide training support for station personnel as requested.

i. Random monitoring of ordnance operations conducted on flight lines and at the Combat Aircraft/Hazardous Cargo Loading Area (CALA).

j. Serve as the focal point for coordination and implementation of the Navy Ammunition and Hazardous Materials Handling (AMHAZ) review program.

1009. SUPERVISORY PERSONNEL. Supervisors shall be thoroughly familiar with the provisions of NAVSEA OP 5 Volume I. Supervisors have no authority to waive or alter NAVSEASYS COM and station safety regulations nor shall they permit violations of regulations by others. They shall act positively to eliminate any potential accident/hazards existing in operations under their jurisdiction. Each supervisor shall comply with the following regulations:

a. Explain to all personnel under their immediate supervision the standard safety regulations and precautions they must follow and enforce regarding the observance of all regulations by each individual. The supervisor will further explain the characteristics of the ammunition and explosives involved; the selection, use and care of the necessary handling equipment; and the hazards of fire, explosion, and other catastrophes which the safety regulations are intended to eliminate or reduce.

b. Instruct and train each individual under their immediate supervision in the work that they are to perform, whether instruction is given directly or through technical training, until the supervisor is satisfied that the individual is capable of performing the work safely. This instruction will also encompass complete information concerning magazine location, identification, and the location and use of fire alarms and fire fighting apparatus, personal protection equipment and neutralizing solutions.

c. Ensure that all personnel are qualified and certified to perform the job assigned and that such certification is current. Report promptly to their immediate superior all personnel who in their opinion are not qualified for their assigned work.

d. Investigate or assist in the investigation of all accidents involving operations, equipment or personnel under their supervision and report or assist in the preparation of the report on the investigation's results to higher authority for appropriate action.

e. Identify all persons entering or approaching the magazine or area in their charge and determine their authority to enter and/or remain in the area. They will remove any person considered a detriment to safety.

f. Enforce orders relating to maximum number of personnel. When the total number of persons exceeds the number permitted in the magazine or magazine area, the supervisor shall cease operations and inform the personnel not regularly assigned to the area to leave. Operations shall also cease when the amount of explosives exceeds the permissible quantity until such time that the excess amount is removed from the magazine.

g. Permit the use of only those tools and handling equipment authorized for the operations and in the manner prescribed by standing operating procedures. Selection of handling equipment will be per NAVSEA SW023-AH-WHM-010 and NAVSEA OP 2173. They will require that tools and handling equipment be properly stored in designated locations when not in use. When a tool is lost or misplaced in a magazine, the supervisor must stop operations until the tool is found.

h. Maintain the cleanliness of the magazine and the magazine area. They will maintain all safeguards and prevent the blocking of safety exits, aisles and access to fire fighting equipment.

i. Forbid major repairs or changes to any magazine or equipment in magazines containing hazardous materials except as per specific instructions of the Commanding General. Enforce the safety standards in magazines under repair, although the repair force may not be under your orders.

j. Alert the immediate supervisor of all areas where lights, guards, or safety appliances are needed or repairs are required.

k. Report in writing to the appropriate commander any request, suggestions, and comments they may have in regard to safety standards.

l. Alert the immediate supervisor of the need for explosive ordnance disposal personnel to remove suspect or defective ammunition from the work area.

1010. OPERATING PERSONNEL. Operating personnel are responsible for understanding and strictly observing all safety standards, requirements, and precautions applicable to their work or duty. In addition, each individual will:

- a. Report to their supervisor any unsafe condition, personnel actions, and any equipment or material that they consider unsafe.
- b. Warn others whom they believe to be endangered by known hazards or by a failure to observe safety precautions.
- c. Report to their supervisor any injury or evidence of impaired health to themselves or others occurring in the course of work or duty.
- d. Be prepared, in the event of an unforeseen hazardous occurrence, to give an audible warning to the other personnel and to exercise such reasonable caution as is appropriate to the situation.
- e. Report the presence of unauthorized personnel in the area to their supervisor.

1011. FACILITIES MANAGEMENT DEPARTMENT. Provide timely support to the ordnance section by:

- a. Assigning priority for the repair of all ordnance related magazines, buildings, test areas, loading areas, roadways, fences, signs, communication lines, and lighting facilities.
- b. Assigning an individual to coordinate ordnance section repair requests for priority repair whenever the request is called in directly by the ordnance officer, NCOIC, ground safety manager, or explosive safety officer.
- c. Inspection, ground testing, and dissemination of reports for all designated ordnance storage and handling areas, aircraft loading areas or other facilities identified by the MCAS Miramar plan within two weeks following scheduled test dates. Forward completed test results to station ordnance section and station explosive safety Division.
- d. Maintain site approval documentation for all fixed ordnance facilities and forward copies and/or changes to the ordnance section and station explosive safety Division.

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CHAPTER 2

GENERAL SAFETY PRECAUTIONS/REGULATIONS

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CHAPTER 2

GENERAL SAFETY PRECAUTIONS/REGULATIONS

2000. GENERAL. The history of accidents which have occurred in the use, handling, shipping and storage of ordnance shows that the accidents could have been avoided in every instance where the cause could be determined. Complete understanding and strict observance of prescribed safety regulations are necessary to eliminate the unsafe acts and conditions that cause accidents. Likewise, any work, no matter how dangerous, is likely to become routine and lead to carelessness. Therefore, constant alertness on the part of the worker and intelligent, close supervision by the supervisor must be maintained to prevent accidents in operations involving ammunition and explosives. The most important considerations in handling ammunition and explosives are safety and responsibility; the individual output of personnel will never be evaluated on a competitive basis to a degree that would encourage shortcuts in safety procedures.

2001. PERSONNEL REQUIREMENTS. The number of persons allowed in the vicinity of ammunition or explosives or on a given job in one locality involving ammunition or explosives shall be kept to the minimum required to perform the work safely. However, the two-man rule will be observed at all times.

2002. HOUSEKEEPING. Magazines and magazine areas, operating buildings, and all other buildings within ordnance/explosive areas including dunnage yards must be kept clean and orderly at all times under a regular cleaning program.

2003. SAFETY EQUIPMENT. Access to safety equipment such as fire alarm stations, fire hydrants, fire extinguishers/hoses, protective clothing lockers, emergency eyewash stations, the local fire bill, first aid kit location and similar safety equipage will not be blocked. Location of such equipment should be appropriately and conspicuously marked.

2004. TOOLS. Tools will not be left on floors, stairs, ledges, or on moving parts of machines or equipment. After use, tools will

be collected and returned to the tool room designated for their storage

1. The following tools are mandatory during the following ordnance operations:

a. Banding operations: Eye protection, safety goggles, face shield, and safety helmet.

b. Truck loading/downloading: Leather gloves, safety helmet, appropriate number of tie down straps to secure the load, tire chocks, nonferrous hammer, crowbar.

c. Painting/stenciling: Face shield and eye protection, material safety data sheets.

d. Transportation/issues: Leather gloves, safety helmet, and appropriate number of tie down straps to secure the load.

e. Chemical and HAZMAT operations: Rubber gloves, rubber apron, face shield and eye protection or gas mask for operations which involve tear gas, titanium tetrachloride or FS smoke.

f. Surface cleaning or rust removal operations: Nonferrous wire brush, face shield and eye protection, leather gloves.

2005. HUNTING. Hunting will not be permitted in the station ordnance compound.

2006. RADIO/RADAR TRANSMISSION

1. Electro-explosive devices (EED's) such as squibs, blasting caps, igniters, and similar electrically initiated, sensitive explosive devices are particularly susceptible to initiation upon exposure to radio frequency (RF) fields. Thus, such devices will be packaged with all safety devices installed, and kept in completely enclosed containers until immediately prior to use.

2. All ammunition, personnel and flammable liquids will be protected from ground/aircraft radio and radar fields per NAVSEA OP 3565.

3. All radio/radar transmitters/emitters shall be clearly marked with Hazards of Electromagnetic Radiation to Ordnance, Personnel,

or Fuels (HERO/HERP/HERF) warning signs to protect personnel/ordnance/flammable liquids from exposure.

4. With exception to the Military Police or Security Augmentation Force, no other radio transmissions will be allowed unless approved by the station ordnance officer within the magazine/magazine area(s).

5. All ordnance handling and loading operations with electro-explosive devices must be conducted at least 25 feet from any radiating antenna of 5 watts or greater output.

6. Portable or installed transceivers will not be used in a vehicle transporting HERO susceptible ordnance.

7. Portable transceivers operating at a frequency above 100 MHz with an output of two watts or less may be operated within ten feet of HERO UNSAFE or HERO SUSCEPTIBLE ordnance subject to restrictions provided herein.

2007. GENERAL SAFETY REGULATIONS FOR STOWAGE OF EXPLOSIVES

1. Magazine keys will be in the custody of the station ordnance officer who will authorize their use by specific personnel.

2. Except when a magazine is opened for ventilation, or for authorized work, all magazines in which ammunition and explosives are stored will be securely closed and locked with approved high security locks and monitored by intrusion detection system (IDS), where available.

3. General safety regulations and magazine storage safety regulations will be posted on all magazines, permissible storage, and explosive limits placards posted/painted inside each magazine door, or the inside front wall.

4. Authorized personnel will conduct frequent inspections of magazines, ready service lockers and ready service magazines. The magazine inspection will:

a. Determine whether magazine repairs are needed.

b. Ensure that safety regulations, particularly those with regard to cleanliness and elimination of fire hazards, are being observed.

c. Ascertain that contents are stored in an orderly and approved manner as specified in NAVSEA OP 5 Volume I and SW 020-AC-SAF-010/020/030.

5. Everyone engaged in the handling of all explosives, ammunition, and ammunition components will exercise the utmost care and discretion. Handling of ammunition and components will be reduced to the minimum in order to prevent damage to the material and the creation of hazardous conditions.

6. Every precaution will be taken against fire. Only explosion proof approved lights will be used in magazines containing ammunition and explosives. Personnel working in magazines shall not be allowed to carry matches or lighters on their persons. Strike-anywhere matches shall be strictly prohibited within the magazine compound.

7. Smoking shall be prohibited in any magazine area, vehicle, or other conveyance containing ammunition or explosives or where operations involving such material are conducted. Smoking may be permitted in designated locations at times and under such conditions as specifically prescribed by the Commanding General. The following applies to the station ordnance compound:

a. Smoking is prohibited in the magazine compound past the area adjacent to the office spaces which is designated as a smoking area provided no explosives are present within 50 feet.

b. All personnel are required to surrender all personal flame producing articles; i.e. lighters, matches, etc., before gaining entrance to the magazine area past the administrative building.

8. All fire fighting apparatus must be kept in efficient condition and ready for use. Water barrels, where required, must be kept filled and all elements of the fire protection apparatus should be inspected frequently and maintained in efficient conditions at all times.

9. All trees within 50 feet of magazines will be removed, and all other vegetation will be maintained at a height not to exceed 18 inches within the 50-foot distance.

10. All magazines containing ammunition and explosives must be kept clean. No debris of any kind, especially oily rags, cotton

waste or paint saturated rags are to be permitted in magazines. Particular care must be taken to keep sand, gravel, etc., out of magazines.

11. Oils, paints, etc., shall be stored in approved HAZMAT storage lockers assigned to each command and the lockers will be at a proper distance from magazines and other ammunition/explosive storage facilities.

12. In preparing shipments of ammunition and explosives, the DOT regulations for the transportation of ammunition and explosives shall be observed.

13. Electrically powered material handling equipment that are spark enclosed or explosion proof, diesel (DS) rated forklifts and manually operated equipment are the only types of material handling equipment approved for the handling of ammunition and explosives within magazines. Safety helmets will be worn at all times.

a. Material Handling Equipment for explosives are used only in the authorized locations.

b. When stopped and the engine turned off, keys will be removed from the ignition.

c. When using MHE, the weight limitations are not to be exceeded. All forklifts authorized for handling explosives shall be painted yellow and have their designation painted on each side and the rear in 4-inch high block letters. Diesel forklifts and electric pallet trucks shall have the designation painted in the same manner as electric forklifts. The rated capacity, UL-type, and basic weight must be stenciled on the MHE in full view of the driver.

d. Overhead guards on forklifts are not to be removed.

e. Accidents/incidents occurring during the handling and/or transportation of explosives, or inert devices simulating explosive material and/or device, shall be reported per the current editions of OPNAVINST 5102.1_/OPNAVINST 4790.1_/ OPNAVINST 8600.2B/MCO 8020.10. In all cases the station explosive safety officer and the station ordnance officer shall be notified.

f. Refueling of MHE WILL NOT be conducted during material handling operations.

g. The safety precautions contained in NAVSEA SW023-AH-WHM-010 are closely observed during battery charging operations and material handling operations.

h. Ordnance vehicles with internal combustion engines are not operated inside magazines or within 50 feet of magazines with open doors, unless certain specific requirements are met as outlined in OP 5 Volume I. Diesel (DS) forklifts are allowed inside closed bed trailers and railroad boxcars.

i. Only qualified personnel who have been properly trained and licensed will be allowed to operate material handling equipment.

14. Operations in which ammunition and explosives are involved shall not be permitted in any magazine except those involving storage, issue, and receiving, shipping operations. Such as palletizing, replacing damaged or loose banding on pallets or boxes of ammunition, and removing bomb nose and tail plugs by hand for visual inspection of fuze cavity lines. Inventory work is also authorized. Refer to OP 5 Volume I for specific instructions.

15. Live/inert ammunition and explosives stored outside shall be covered to prevent exposure to the sun for extended periods of time.

16. Loose powder or open containers of ammunition and explosives shall not be permitted in a magazine.

17. Every precaution will be taken to see that all cartridge cases and packing boxes are kept thoroughly dry, clean, and free from all foreign material.

18. All stowage will be per approved storage procedures with adequate inspection aisles. Piles will be stable. All material will be palletized and banded, with exception to single items that are stored atop a single stack pallet.

19. During handling or stowage of ammunition or explosives, special care must be taken to assure containers are not damaged.

20. Magazine thermometers will be placed in magazines containing JATO as required by the current edition of NAVSEA OP 5 Volume I and shall be read and recorded by magazine inspectors and the temperature shall be recorded on the magazine temperature log located near the thermometer.

21. All ammunition and explosives will be stored on metal dunnage. Wood dunnage is combustible and should be removed once the pallet has been opened.

22. An open magazine containing explosives shall never be left unattended. The attendant does not have to be inside the magazine at all times, but must be able to keep the magazine doors under continuous surveillance and to stop any unauthorized person from entering the magazine.

23. Magazines will be inspected semiannually and the results logged and appropriate action taken on discrepancies.

24. A red flag (Bravo Flag) shall be prominently displayed to identify that ordnance operations are being conducted. The flag will be in place at the entrance of the magazine area or designated assembly areas when crews are working therein.

25. Ready service lockers are to be checked out and turned in according to the rules and regulations per NAVSEA OP 5 Vol.I and SW 020-AC-SAF-010/020/030.

26. For regulations concerning explosive operations during adverse weather conditions, refer to Chapter 6 of this manual.

27. For regulations concerning whether or not captive carry missiles in the custody of aircraft squadrons can be kept loaded on aircraft after flight operations check the NATOPS manual, MCAS Miramar air operations and explosive safety Office orders.

2008. EXPLOSIVE SAFETY REGULATIONS FOR WEAPONS ASSEMBLY AREA

1. All supported units involved in ordnance evolutions aboard MCAS Miramar will develop and maintain Specific Standard Operating Procedure's (SSOP's) as required by NAVSEA OP 5 and NAVSEAINST 8023.11. Additionally, all personnel working on the assembly pad will be qualified/ certified per the latest edition of MCO 8023.3_.

2. All units, supported and deployed, shall ensure a certified/qualified quality assurance/safety observer is present during any and all explosive evolutions being performed.

3. The officer in charge/non-commissioned officer in charge of the working detail will ensure that the proper personnel protective equipment is worn at all times. NAVSEA OP 5 Vol.I lists protective

equipment required for handling operations. Units will supply their own personnel protective equipment.

4. Per NAVSEA OP 2173, only authorized material handling equipment that meets the requirements of NAVSEA OP 5 Vol. I will be used during ordnance evolutions.

5. Vehicles transporting explosives and/or towing explosive laden trailers shall comply with NAVSEA OP 5 and NAVSEA OP 2165 prior to departing the temporary weapons assembly area, flight line and/or temporary CALA.

6. The total net explosive weight (NEW) limitation of the weapons assembly area (WAA) is 60,000 pounds 1.1 through 1.4 combined. Units using the areas will not exceed these limits.

7. All material handling equipment that requires weight testing shall have a current test date within the past year. Equipment will be marked with the date tested and safe working load.

8. The weapons assembly area (WAA), combat aircraft loading area (CALA) will be kept clean, orderly, free of debris, and all excess dunnage and retrograde items will be turned into either station ordnance or the Defense Reutilization Management Office (DRMO) as appropriate. Completely assembled ordnance will not be maintained for more than 72 hours in the weapons assembly area (WAA) without prior approval from the station ordnance officer. Unusual circumstances may arise that require an extension of this time frame. Request for extension will be handled telephonically by the station ordnance officer on a case by case basis. All excess munitions/ordnance shall be returned to station ordnance section utilizing the proper turn in procedures. A ready service locker has been sited at the weapons assembly area (WAA) for use by tenant/ visiting units to maintain a maximum of 100 lbs NEW Class 1.3/1.4.

9. Firebomb filling operations will only be conducted at the combat aircraft loading area (CALA) and units will ensure that:

- a. Fire Fighting vehicle is present.
- b. All personnel are properly attired in personal protective equipment.

10. Fuel spills shall be reported immediately to the station ordnance section, explosive safety Office, and the station Environmental Division at extension 7-1108.

11. Aircraft-rocket operations:

a. The warhead end of aircraft rocket pods shall be pointed towards a designated safe area at all times unless rocket pods are empty or being transported to or from the combat aircraft loading area (CALA).

b. Required RADHAZ barriers shall be used at all times with MK-102/106 rocket motors; MK-66 Mod 1 rocket motors have internal shields and require RADHAZ barriers only if the internal shield is broken.

c. Rocket pod safety pins shall be installed at all times.

12. Security of ammunition and explosives:

a. Security risk category I and II arms, ammunition and explosives shall not be left unattended at any time. During non-operating hours these items shall be secured in magazines equipped with Intrusion Detection Systems.

b. Security risk category III and IV items having a packed or unpacked container weight of 100 pounds or less must be under constant surveillance by unit personnel during operating hours. During non-operating hours these items will be secured in appropriate/assigned magazines by operating unit personnel. A Ready Service Locker is in place at the Weapons Assembly Area to secure small ordnance items. Explosive limits and compatibility requirements will be adhered to.

13. All ammunition and explosives issued to operating units will be cross-referenced against applicable Naval Ammunition Reclassification messages (NAR) prior to issue and before delivery to squadrons for use.

14. Conventional Ordnance Discrepancy Report (CODR)/Explosive Mishap Reports (EMR) for all accidents/incidents will be submitted per the current edition of OPNAVINST 5102.1_ and OPNAVINST 8600.2_ with CG MCAS MIRAMAR//SAFETY// as an info addressee.

15. Prior to the commencement of any explosive operation, operating personnel will ensure that properly operating fire-fighting equipment is available for immediate use.
16. Any damages to station property/facilities shall be reported to the Munitions NCOIC immediately.
17. Flammable liquids, solvents and spray units shall only be stored in authorized storage spaces and are not to be stored at the weapons assembly pad.
18. Personnel involved in explosive assembly/disassembly operations will have in their possession the applicable weapons assembly manuals and/or checklists before any work is conducted.
19. Explosive operations found to be in violation of published NAVSEA and NAVAIR safety regulations and precautions shall be immediately halted and will not begin until violations are corrected.
20. All exposed ordnance will be grounded whenever possible. Proper grounding is especially imperative when lightning protection is not available, i.e. the CALA, and Weapons Assembly Area. During times of inclement weather, all weapons will be covered. Excess ordnance will be returned to station ordnance at the end of each day, weather and light permitting.

2009. SAFETY STANDDOWN PROCEDURES

1. Each activity handling or storing ordnance or explosives shall conduct an annual safety stand down. The annual stand down requires that all operations involving ordnance or explosives be shut down for a prescribed period of time. Station ordnance shall shut down one week annually to review each ordnance operation for complete compliance with governing directives.
2. Any deficiencies found shall be documented and the necessary corrective actions taken or long range corrective actions planned.
3. For further guidance refer to NAVSEA OP 5 Volume I.

2010. SAFETY PROCEDURES DURING FIRE FIGHTING

1. All fires starting in the vicinity of ammunition or explosives shall be reported immediately and fire-fighting measures shall be initiated with all available means and without awaiting specific instructions. If the fire involves explosive material, if it is supplying heat to explosives, or if it is so large that it cannot be extinguished with the equipment at hand, personnel in the area shall evacuate and seek safety.

2. All nonessential personnel shall be withdrawn from the scene of the fire when emergency authorities determine that the fire cannot be controlled and will result in detonation/ deflagration of the ammunition or explosive material. The station Commanding General is responsible for ensuring that a procedure is in place for alerting station personnel, local civil authorities, and that appropriate safe withdrawal distances are applied. The following distances are the minimum necessary to provide adequate protection and greater distances should be used whenever possible.

a. The minimum public withdrawal distances for an accident depends on whether or not fire is involved, or whether the contents or quantity are known. If no fire is involved, on-site emergency authorities should determine minimum withdrawal distances.

b. Minimum public withdrawal distances for fires involving explosive laden tractor trailers, trucks, rail cars and/or open storage of unknown contents and quantities are 3/4 miles for open storage tractor trailers and/or 1 mile for rail cars.

c. Minimum public withdrawal distances for fires involving explosive laden tractor trailers, trucks, rail cars and/or open storage of known contents and quantities of explosives such as Class 1 Division 1.1, 1.2, 1.3, and 1.4 are listed in the table below.

<u>FIRE SYMBOL</u>	<u>WITHDRAWAL DISTANCE</u>	<u>SPECIAL REQUIREMENTS</u>
1	Read Special Requirements	Not less than 1,250 ft for bulk explosives or not less than 4,000 ft for fragmenting ammunition.
2	2,500	
3	600	
4	300	

3. Emergency authorities on site shall determine minimum withdrawal distances for essential personnel at accidents. Emergency authorities shall determine who essential personnel are.

4. When employees are in a building or open magazine and a fire occurs in or around the structure, the fire shall be reported immediately. Employees shall attempt to extinguish the fire using the fire fighting equipment that is available. However, if the fire involves explosives or toxic material, and is immediately dangerous; or is so large that it cannot be extinguished with the equipment on hand, the employees shall vacate the magazine or building and seek safety.

5. When there is visible smoke or other evidence of a fire in a closed magazine, the magazine shall remain closed until the Commanding General or a designee arrives and decides whether to open the magazine.

6. All personnel within the ordnance compound will muster at the field maintenance shop parking lot with exception of supervisory personnel required to direct fire crews or fire fighting efforts. All nonessential personnel designated by the on site emergency authorities will evacuate to the CALA.

2011. HEAT OR SPARK-PRODUCING MATERIAL. Work requiring soldering, melting of asphalt, or use of blow torches or other heat or spark producing devices that develop temperatures higher than 288 degrees Fahrenheit shall not be performed in an explosive area without proper and continuous supervision to ensure all necessary precautions and regulations are strictly observed. Authorization will include a signed permit issued by the station safety officer (see Appendix J). The fire prevention officer or station fire chief and safety office shall be notified before cutting and welding operations begin so that an inspection of the equipment to be used and the structural unit or area involved in the operation may be conducted. No work will be performed in any other area unless another permit is issued. A copy of the signed permit should be in the possession of the person performing and or supervising the work. For addition information regarding "Hot Work" refer to NAVSEA OP 5 Vol. I, par 4-1.3.4.

SOP FOR THE STATION ORDNANCE SECTION

CHAPTER 3

CONTROL MEASURES

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SOP FOR THE STATION ORDNANCE SECTION

CHAPTER 3

CONTROL MEASURES

3000. SECURITY. The security of the station ordnance magazine area will be per OPNAVINST 5530.13B. The station ordnance officer is responsible for the security of this area.

3001. PERSONNEL ACCESS. A personnel access roster will be posted at the station ordnance administration office (Bldg. 22101). Only personnel identified on the access roster or properly sponsored visitors, contractors, and station maintenance personnel are authorized access.

3002. AUTHORITY FOR ACCESS

1. Unit Personnel. Station ordnance personnel will be allowed to proceed unescorted within the ordnance Storage Area once access is granted to the compound. The station ordnance section Recall Roster shall serve as their personnel access roster.
2. Visitors. Visitors will not be permitted to enter the ordnance storage area unless authorized by the station ordnance officer. All visitors during working hours will be escorted by station ordnance personnel.
3. Tenant and Visiting Unit Ordnance Personnel. Supported and visiting unit ordnance personnel are allowed to proceed unescorted only to and from the weapons assembly area and Field Maintenance Shop/Inert Storehouse provided they are granted access. (See paragraph 3003).
4. Maintenance and Contractor Personnel. Maintenance and contractor personnel will be cleared through the station ordnance officer during normal working hours. In emergency situations, those personnel will be cleared through the Provost Marshal Office (PMO) watch commander. They will be under escort inside the station ordnance area.
5. Law Enforcement Personnel. Naval Criminal Investigative Service (NCIS), special agents, Marine criminal investigators, and military police will be allowed access with an escort in the performance of their duties.

3003. IDENTIFICATION AND CONTROL. All persons entering the station ordnance area will be checked against the appropriate access list and logged in the access log. Maintenance personnel and personnel under base contracts will be logged in the log book requiring an escort. Upon exiting the compound, the time the individual leaves will be logged in the appropriate logbook.

The posting of access lists will be the responsibility of the station ordnance officer. The continual updating of access lists will be the responsibility of the officer in charge (OIC) of the unit whose personnel require access to the station ordnance Area. The access lists will be updated every six (6) months, or upon assignment, reassignment, de-certification, or when an individual requires access. A sample copy of the access roster is inserted as Appendix (G).

3004. MATERIAL CONTROL

1. Incoming/Outgoing. All incoming/outgoing vehicles are subject to search by the competent authority.

2. Vehicle Control. Privately owned vehicles are not permitted inside the compound unless permission is granted by the station ordnance officer. Commercial and military vehicles are permitted inside the compound provided they are properly sponsored or on the access list. Emergency vehicles are permitted aboard in the performance of their duties.

SOP FOR THE STATION ORDNANCE SECTION

CHAPTER 4

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SOP FOR THE STATION ORDNANCE SECTION

CHAPTER 4

AMMUNITION SUPPLY PROCEDURES

4000. RETAIL ORDNANCE LOGISTICS SYSTEM (ROLMS)

1. ROLMS is an integrated system of applications software designed specifically for ordnance management. ROLMS is used by the Navy, Marine Corps, and Coast Guard to track and manage the array of information necessary to efficiently and effectively administer the station's ordnance inventory.

2. ROLMS FUNCTIONS:

a. Maintains a current, accurate ordnance information database for ordnance assets.

b. Provides a way to access and print ordnance information and reports.

c. Provides an accurate, automated way to generate Ammunition Transaction Reports (ATR's), Transaction Item Reports (TIR's), DD Form 1348-1's, shipping documents, and requisition documents.

d. By way of ATR's or TIR's, provides the means to interface with the Conventional Ammunition Integrated Management System (CAIMS).

e. Provides the automated means to manage and use Notice of Ammunition Reclassification (NAR) information.

4001. ROLMS DATABASE ADMINISTRATOR (DBA)/AUTOMATED INFORMATION SYSTEMS SECURITY OFFICER (AISSO)

1. The ROLMS DBA/AISSO is responsible for the total system security of ROLMS as outlined in ROLMS Users Manual. The DBA/AISSO will maintain a log in conjunction with his duties.

2. The station ordnance officer will appoint the DBA/AISSO in writing. The DBA/AISSO is responsible for overall system operations, maintenance, and user access control as outlined in the ROLMS Security Manual.

3. Users will be knowledgeable with the ROLMS Users Manual as determined by the level of access granted to the individual user.

4. An individuals password will not be given to anyone at any time and it will be changed at a minimum of once every three months. The ROLMS DBA/AISSO will be notified immediately if an individuals password is compromised.

4002. BAR CODING

1. The Munitions NCOIC will be responsible for the daily operations and maintenance of the Bar Code Label Maker machine, however, the DBA will have ultimate responsibility for all repairs.

2. Bar Coding Labels will be generated by trained personnel.

3. All munitions and CAD/AEPS will be labeled with the appropriate bar coding label as set forth in the applicable user manual.

4003. SCANNING

1. Bar Code Labels are used in performance of all issues, receipts and inventories of all ammunition. Scanning procedures will be established by the DBA for all semiannual inventories.

2. Personnel authorized to operate bar coding readers (BCR) will be assigned and trained by the Munitions NCOIC.

3. BCR's will be checked out and in with ASRS personnel and will be recorded in the BCR logbook. BCR's must be inspected and inventoried by serial number at check in/out for proper working condition, damage, and that all associated components are present.

4004. SYSTEM CHANGE REQUEST

1. It is the responsibility of all individuals concerned to submit, to the DBA, any system change that they feel may benefit the program in any way.

2. The DBA is responsible for ensuring that all system change requests are valid in nature and have the possibility of improving the system.

3. The DBA will prepare and forward all valid system change requests via the OIC, to the Commanding General, Naval Weapons Support Center, (Code 50211), Crane, IN 47522-5000.

SOP FOR THE STATION ORDNANCE SECTION

AMMUNITION SUPPLY PROCEDURES

SECTION (1): CLASS V(A) AMMUNITION PROCESSING

4100. REQUISITIONING PROCEDURES (SUPPORTED UNITS). All units who require Class V(A) or Class V(W) ammunition support must submit requests to the Ordnance Officer (Attn: ASRS NCOIC). All visiting units will coordinate their munitions requests through station ordnance ASRS. Visiting units are required to schedule a visiting unit brief with the station ordnance officer and the explosive safety officer prior to any ordnance evolution beginning. This in-brief is to ensure that all visiting units are made verbally aware of all standard operating procedures aboard MCAS Miramar. The brief will allow visiting units to ask questions and/or bring up any concerns.

1. All munitions requests will be submitted to the station ordnance Ammunition Stock Recording Section. These will be properly prepared using Standard Form 344 Appendix (B), SF1348 (6-part) or a computer generated MILSTRIP via the appropriate chain of command.
2. All requests must be signed by personnel authorized to request ammunition and whose sample signature is on file with station ordnance. New names and sample signatures are to be submitted to station ordnance as changes occur. Sample format for submission is in Appendix (F).
3. Requests for Class V ammunition and explosives must be received at station ordnance no later than five (5) working days in advance of the required delivery date (RDD). There will be no deviation to this requirement without prior approval of the station ordnance officer/ordnance chief.
4. All ammunition and explosives will be issued and receipted for at the Weapons Assembly Area. Direct liaison with the Magazines NCOIC is encouraged to ensure that ammunition and associated components are positioned for issue at the time required.
5. Personnel must be on the authorization list to request, receipt, and sign for munitions. The same person cannot request and receive munitions for the same ordnance transactions. The authorization letters will be updated quarterly by the supported units and submitted to the station ordnance officer.

6. Requisitions submitted for the same items on separate MILSTRIP's for the same RDD may be combined after appropriate liaison has been made with the station ordnance officer/ordnance chief.

NOTE

Modifications to a Required Delivery Date (RDD) must be coordinated with the ordnance section ASRS or Magazine NCOIC's. Unless prior arrangements have been made, all items requisitioned that are not receipted for by the requisitioning unit by 1530 on the RDD will be returned to storage and the original requisition(s) will be cancelled.

4101. CARTRIDGE ACTUATED DEVICE/AIRCREW ESCAPE PROPULSION SYSTEM (CAD/AEPS). Cartridge Actuated Devices (CADS) and Aircrew Escape Propulsion Systems (AEPS) requisitioning policy is described in SPCCINST 8010.12 and WGO 13500.2 series. Maintenance functions and general/specific data are listed in OPNAVINST 4790.2, NAVAIR 11-85-1, OPNAVINST 8600.2B, and NAVAIR 11-100 series publications. These items are manufactured in very limited quantities and are not authorized to be carried as stock items at the station ordnance. Specific instructions for requisitioning, handling and turn-ins are described in the above listed references.

1. CADS/AEPS will be turned-in to the station ordnance section accompanied by a completed, typed, or computer generated DD Form 1348-1. All repairable CADS/AEPS must be packaged in an original shipping container received with a like item. The item will be marked with the opened date, installed date, expiration date, lot/serial number, NSN, NALC, MK/MOD, condition code and the aircraft bureau number for the item.

NOTE

All expended CADS/AEPS will be turned into DRMO by the parent MAG/MALS. Every attempt shall be made to match up expended squibs/cartridges with expended flares/chaff rounds to validate inventories and expenditures.

4102. RETROGRADE

1. Since many items of ordnance material are reusable or salvageable, every effort will be made to return retrograde materials to appropriate consolidation centers. The following items shall be returned to station ordnance accompanied by a DD Form 1348-1 (Appendix D).

- a. Metal shipping boxes for fuzes, igniters, decoy flares, signal cartridges, 20MM, and small arms ammo
- b. CBU containers with fuze covers
- c. Missile and Laser Guided Bomb/Guided Bomb Unit containers with protective covers
- d. Bomb pallets
- e. Bomb fin crates
- f. Metal pallet adapters for rocket launchers
- g. All metal material handling pallets

NOTE

All empty ammunition cans must be stenciled empty and will be inspected by station ordnance personnel prior to being palletized.
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2. All containers will be properly marked and tagged with either serviceable ready for issue (RFI) or unserviceable not ready for issue (NRFI) tags per MIL-STD-129J. Examples are in Appendix E.

3. All salvageable items not listed in the above paragraph will be turned in directly to Defense Reutilization and Management Office at Imperial Beach, CA. by the responsible unit or parent MAG/MALS, with the exception of brass, which will be retained at the Weapons Assembly Area for contractor pick-up.

4103. SHIPMENTS. Shipments to or from this station will be accomplished by use of either motor carrier or aircraft.

1. Surface Shipments

a. Routing and Speed

(1) The route for all vehicles hauling explosives (less small arms) or vehicles towing explosive laden bomb trailers aboard the air station will use ONLY the authorized explosive routes identified in Appendix C. Vehicles must not stop or park along this route except for normal traffic flow or traffic signs.

(2) The maximum speed of any vehicle hauling or towing explosives aboard MCAS Miramar shall not exceed the posted speed limits.

b. Placards. All vehicles hauling explosives aboard this station will be appropriately placarded and no more than two trailers (A/M32K4/4A Rough Terrain Trailers) shall be towed by one vehicle. The driver of the vehicle towing the trailer is responsible for the safety and security of the load and will post an observer in the aft section of the vehicle to ensure the safety and security of the trailers being towed.

c. Fire Extinguishers. All vehicles hauling explosive cargo or towing explosive laden bomb trailers shall carry one charged fire extinguisher.

d. Incoming Shipments

(1) All incoming shipments of ammunition and explosives will be directed to the magazine area via public highways. Military police will stop all incoming commercial and military trucks at the MCAS Miramar main gate, and give the drivers of the vehicle directions to the station ordnance magazine area in East Miramar.

(2) Partial shipments of Class C explosives consisting of 25 lbs. NEW may be delivered to the supply department building 209 when combined with other non-hazardous material in the shipment. The receiving section will notify the ordnance section at extension 7-1794 upon receipt of the shipment. If partial shipments of Class C explosive material are received after normal working hours, the

supply department will hold such a shipment until the next working day and notify station ordnance personnel at extension 7-1794 for pick up.

e. Outgoing Shipments

(1) All personnel involved with outgoing surface shipments of explosives from MCAS Miramar shall be familiar with the contents of the applicable publications.

(2) A qualified motor vehicle inspector will ensure that each vehicle is properly loaded and that the load is adequately braced; ensure that the Vehicle Inspection Form 626 is filled out and signed; and ensure that an approved route is established.

(3) The munitions section of the station ordnance section will ensure that the vehicle assigned to haul any shipment of explosives is properly equipped and serviced before loading and after loading.

(4) Ensure that there is a NAVSEA OP 2239 in the vehicle, and that the driver meets the age requirement, is explosive driver certified, and has a current medical certificate and drivers license, for on and off station transportation.

(5) The ammunition stock recording section of the station ordnance section will ensure that the proper shipping documents accompany each shipment.

2. Air Shipments. Outgoing air shipments of munitions must be per the current edition of MCO P4030.19 Packing and Handling of Dangerous Materials for Transportation by Military Aircraft.

4104. AMMUNITION/ORDNANCE/RETROGRADE TURN-IN PROCEDURES. All turn-ins (including ammunition details) shall be accompanied by a typed or computer generated DD Form 1348-1. All ammunition, explosives and end items will be turned in properly packed in the prescribed shipping container. The container shall be marked with the lot/serial number, NSN, NALC/DODIC, MK/MOD, and the quantity and material condition code. Wire lead seals and the appropriate DD Form will not be applied until a Magazine NCO from the station ordnance section has verified the count and contents to the markings on the container. The supported activities will make every effort to retain the original packing.

1. All ammunition details that are reusable and shall be returned to station ordnance when no longer required. Each container must be visually inspected, all markings removed and stenciled/ labeled that it is empty. The preferred method is to stencil "EMPTY" on both ends, sides, and on top in one inch block letters. To ensure that all live ammunition has been removed, an Inert Certification Statement signed by the supported/parent MAG/MALS ordnance certified Quality Assurance Inspector will be included in the remarks block of the DD Form 1348-1. Station ordnance personnel will verify that all containers are empty prior to accepting the material for stowage or further transport.

2. Units turning in ammunition from transient aircraft or any other ammunition that was not issued by station ordnance will prepare all required documentation prior to turn in. station ordnance will enter the ammunition into stock and request disposition as appropriate. Activities/units that choose to turn in ordnance not issued by station ordnance Miramar are not to assume that the ordnance section will ship the ammunition directly back to them. If units require the ammunition to be shipped back to them, they are to follow the appropriate procedures for shipment.

3. For supported units/activities aboard Miramar, returns of ammunition and explosives will be coordinated with the station ordnance section Magazine NCOIC at extension 7-1790. Due to transport route conditions, limited vehicle assets and personnel, turn-ins will be scheduled on a weekly basis as follows:

a. All routine turn-ins are conducted by appointment on Tuesdays and Thursdays. Appointments must be made by calling the Magazine NCOIC two (2) full working days in advance of the requested turn-in date.

b. All efforts shall be made to adhere to the turn in schedule to allow as many activities as possible time for turn ins. Emergency turn-ins, (EOD, natural disasters, etc.) will be taken on an as needed basis. Arrangements can be made by calling the Magazine NCOIC at extension 7-1795 during working hours or the station ordnance duty after working hours at 331-7639 (duty pager).

4. Ammunition, explosive containers, expended squibs, cartridges shall not be discarded in local trash bins or left adrift throughout MCAS Miramar. The responsible unit is to ensure the proper disposal and return of all wooden boxes, metal cans, wooden/metal pallets, cardboard, fiberboard, etc.

5. A Conventional Ordnance Discrepancy Report (CODR) or Explosive Mishap Report (EMR) is required on any item that is damaged or has malfunctioned and is subsequently returned to the station ordnance section. The CODR will state that the item is being held at station ordnance and disposition instructions are required.

6. All ammunition scheduled for return shall have the appropriate protective/safety devices installed.

7. Prior to storage of returning munitions/retrograde, personnel will ensure that:

a. No serviceable munitions are packaged with unserviceable munitions.

b. All munitions/retrograde will be properly packaged in their original container or a suitable replacement.

c. All containers/boxes will be properly marked per MIL-STD-129J.

d. Quality assurance personnel from the activity turning in the items and the station ordnance section will jointly inspect all items.

8. Serviceable ammunition, explosives and details will only be accepted for turn-in if they meet applicable standards.

9. The original turn-in document will be given to the station ordnance ASRS immediately after the material has been received by station ordnance personnel. If the items cannot immediately be stowed by the magazine crew, they will identify the temporary stow location on the document, and then follow-up with ASRS once the items are permanently stowed.

SOP FOR THE STATION ORDNANCE SECTION

AMMUNITION SUPPLY PROCEDURES

SECTION (2): CLASS V(W) AMMUNITION PROCESSING

4200. ALLOWANCES

1. The station ordnance section is responsible only for providing storage of Class V(W), as governed by actual storage capabilities per MCO P8011.4, Marine Corps Table of Allowances for Class V(W) Material (Peacetime).
2. The station ordnance section maintains stocks of Class V(W) aboard MCAS Miramar. The quantity is based on anticipated usage by supported units, allocated allowances per MCO P8011.4_, and available storage space.
3. Supported units, i.e. Range, PMO, EOD, Brig, and FTC, must submit Class V(W) fiscal year quarterly projections to the station ordnance section no later than the fifth working day of the affected quarter.
4. Marine Corps supported units will submit monthly Class V(W) expenditures to the COMCABWEST Ordnance Officer per ALMAR 093/98 and StaO 8020.1.

4201. REQUISITIONING PROCEDURES

1. Prior to placing Class V(W) stock replenishment requisitions, the supported unit will coordinate with station ordnance section to ensure that storage can be provided for munitions requiring stock replenishment. Failure to coordinate prior to requisitioning could result in station ordnance section not being able to provide storage for the munitions.
2. The requesting unit is responsible for submitting a completed SF 344, DD 1348 (6-part), or a computer generated MILSTRIP document for all ammunition requests. The requisition will then be submitted to the station ordnance ammunition stock recording section (ASRS) for processing.
3. On the required delivery date, after contacting the station ordnance issues chief, the supported unit requiring the munitions will proceed to the station ordnance section magazine area for issue of their requested munitions.

NOTE

Modifications to a Required Delivery Date (RDD) must be coordinated with the ordnance section ASRS or Magazine NCOIC's. Unless prior arrangements have been made, all items requisitioned that are not receipted for by the requisitioning unit by 1530 on the RDD will be returned to storage and the original requisition(s) will be cancelled.

4202. RECEIPT OF MATERIAL

1. Commercial carriers with Class V(W) or Class V(A) shipments will proceed directly to station ordnance magazine area for unloading per paragraph 4103 of this order. Station ordnance personnel will obtain a copy of the shipping document (DD Form 1348-1) from the driver. Immediately following downloading of the shipment, the munitions will be placed in storage.
2. After all shipping documents have been completed by station ordnance, they will then forward necessary shipping document originals and copies to aviation supply receiving section.

SOP FOR THE STATION ORDNANACE SECTION

CHAPTER 5

TRANSPORTATION OF EXPLOSIVES

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SOP FOR THE STATION ORDNANCE SECTION

CHAPTER 5

TRANSPORTATION OF EXPLOSIVES

5000. GENERAL

1. A variety of vehicles and munitions handling equipment (MHE) is authorized for the handling and transportation of ammunition and explosives. Approved vehicles and MHE are listed in NAVSEA SW023-AH-WHM-010.
2. The term "vehicle" will be used to refer to any self-propelled vehicle designed to transport cargo that has been approved by NAVSEA OP 2173. The term "MHE" will be used to refer to any vehicle used for outside/inside storage.
3. A vehicle is only authorized for use after satisfactory completion of the pre-operational inspections required by NAVSEASWO20-AG-SAF-10. MHE must pass the pre-operational inspection required by the specific items manual and NAVSEA SW023-AH-WHM-010.

5001. ORDNANCE VEHICLE WEIGHT TEST AND CERTIFICATION. All material handling equipment (MHE) requires 18 month weight testing. All material handling equipment (MHE) shall have a stencil or tag affixed certifying a valid and current weight test before that vehicle is authorized for handling or transportation of any ammunition or explosives.

5002. ORDNANCE VEHICLE INSPECTION AND CLEANLINESS

1. Cleanliness. Vehicles used for transportation of explosives will be kept clean at all times. All unnecessary paper, trash, and other flammable material is prohibited to be kept in the vehicle cab and body. Before the end of each day all vehicles will be cleaned of tools and any debris which might be present.
2. MHE. Prior to using equipment and periodically during and after its use, the operator will inspect the condition of the equipment. Defective items will be annotated, and the equipment will be taken out of service until repairs are completed.

3. Ordnance Vehicle. An inspection shall be performed daily by the first operator using the NAVFAC 9-11240/13 (Operator's Inspection Guide and Trouble Report). Discrepancies detected during this inspection or during use shall be corrected prior to further use.

5003. EXPLOSIVE SAFETY INSPECTION. Prior to using ordnance vehicles for transporting explosives off station, the operator shall complete the Motor Vehicle Inspection Form DD 626 and 836 as required by OP 2239. Use of these vehicles for transporting explosives is prohibited unless each block is satisfactorily checked off. The completed form must be retained in the truck with the driver.

5004. ORDNANCE VEHICLE EQUIPMENT AND CONFIGURATION

1. All vehicles used to transport ammunition and explosives on or off station must be in perfect electrical and mechanical condition and equipped with all safety equipment required by NAVSEA OP's NAVSEA SW023-AH-WHM-010 and 2239. An explosive driver and a qualified person will be required for off station transportation.

2. Placards shall be used when ammunition hazard/class division 1.1, 1.2, 1.3, or more than 1000 pounds gross weight of class 1.4 is transported. Four placards shall be used. One located at the front of the vehicle, one at the rear of the vehicle, and one on each side of the vehicle.

5005. ORDNANCE SAFETY DEVICES AND PRECAUTIONS

1. All ammunition and explosives transported on station shall have all safety devices installed. HERO UNSAFE or SUSCEPTIBLE devices shall be secured inside metal shipping containers.

2. Vehicles transporting explosive material shall use approved explosive routes only (Appendix C).

3. For off station movement speeds shall not exceed 55 miles per hour (mph) or the posted speed limit, whichever is lower.

4. All safety equipment shall be installed and operable including warning lights.

5. During loading or unloading, the driver/operator or crew leader shall ensure:

- a. The vehicle and trailer are correctly positioned in the loading area.
- b. The engine is shut off.
- c. The transmission is in park (automatic transmission) or the lowest forward gear/reverse (standard transmission) with parking/emergency brakes applied. For diesel powered vehicles equipped with standard transmission, the gearshift is left in neutral, parking/emergency brake applied, and power wheels blocked. The wheels on the trailer will be blocked.
- d. Smoking or flames producing devices are not permitted within 50 feet of the truck/trailer.
- e. The interior of the cargo space will be clean and free of projecting bolts, screws or nails.
- f. The floor of the cargo bed is lined with non-ferrous, nonmetallic material, or plastic bed liners.
- g. The truck bed load is blocked and braced per NAVSEA SW023-AG-WHM-010 or applicable WR-53/WR-54/MIL Standard guidance for off base movement.
- h. Compatibility of the load is authorized per BOE-6000-M.
- i. Placards proper and in place.
- j. Vehicle carrying either DOT class 1.1/1.2 explosives shall not be parked in a public garage or public parking lots.
- k. The vehicles and trailers are not left unattended for any reason at any time.

5006. ON STATION DRIVING REGULATIONS

1. Observe and obey all road signs.
2. Maintain safe clearance, and safe driving distances at all times.

3. Do not overtake or pass other vehicles.
4. Always use a ground guide when backing up or during tight maneuvering.
5. Yield right of way to ambulances, fire fighting equipment, military police vehicles with warning lights flashing, and military formations. When an emergency vehicle approaches, pull off to the side of the road, and come to a complete stop if possible.
6. Except as noted above, ordnance vehicles transporting explosives shall have the right of way over all other vehicles.
7. Flame producing devices are prohibited in vehicles transporting explosives. Smoking is prohibited within 50 feet of vehicles transporting explosives.
8. In the case of an accident or breakdown at least one explosive driver shall remain with the ordnance vehicle. At no time will the ammunition and explosives be left unattended or attended by a person not qualified to move the vehicle.
9. Know the fire extinguisher, its location, application, and procedures for use.
10. All explosives transported on station must meet the compatibility requirements of NAVSEA SW020-AC-SAF-010/020/030. All authorized vehicles transporting explosives will use an authorized explosive route (Appendix C).
11. Ensure all ordnance is secured to trailers prior to movement.
12. All forward firing ordnance loaded on trailers shall be positioned facing aft with all safety pins installed in launchers.
13. Hazardous material should not be transported outside the station ordnance Area during peak traffic hours except where operational necessity dictates.

5007. OFF-STATION USE OF MILITARY VEHICLES FOR SHIPMENT OF
EXPLOSIVE ORDNANCE

1. Off-station shipments of hazardous cargo using military vehicles shall be made with two drivers or one driver and a qualified representative.

a. The driver will have a vehicle requisition for transportation of ordnance on and off base.

b. The driver will ensure that no one rides in the cargo compartment of a vehicle transporting ammunition or explosives.

2. The shipper shall ensure that the driver(s) and the qualified representative are provided the following written instructions:

a. Ensure that driver or the qualified representative attends the vehicle and its cargo at all times while en-route. Ensure that appropriate vehicle markings and placards are displayed per NAVSEA OP 2239.

b. Is aware of the nature of the hazardous cargo.

c. Has been instructed on procedures to follow in case of an emergency.

(1) On or within 5 feet of the traveled portion of a public street, road or highway.

(2) On private property (including premises of fueling or eating facilities) without the knowledge and consent of the person in charge of such property, who must be made aware of the hazardous cargo in the vehicle.

(3) Within 300 feet of a bridge, overpass, tunnel, dwelling, building or area where people work or gather.

(4) In addition, the driver will be supplied with copies of the following documents as appropriate; (1) OP 2239 operator's manual, (2) DD Form 626 (Inspection Form) (Appendix K), (3) DD Form 836 (Shipping paper and emergency response information) (Appendix L), (4) Guide 112 (Appendix M) or Guide 114 (Appendix N), depending on the hazard class of the ammunition.

d. Operate only over routes which do not go through or near heavily populated areas, places where crowds are assembled, tunnels, narrow streets or alleys unless there are no practical alternatives.

e. If refueling is necessary, ensure that the vehicle engine is off and that a person is in continuous control of the fuel dispenser. No person shall be permitted to smoke or carry a lighted cigarette, pipe, or cigar within 50 feet of the fueling operation.

f. Notify the Provost Marshal, Marine Corps Air Station (MCAS) Miramar or the Command Duty Officer (CDO), MCAS Miramar in the event of a mishap and assistance is required.

(1) Provost Marshal shall be notified and approve the movement of explosive ordnance to/from their stations.

(2) Vehicles used to transport munitions either on or off station shall be in compliance with the specifications prescribed in NAVSEA OP 2239.

(3) Vehicles used for transporting explosives will not be loaded beyond the rated capacity and in no case will the explosive containers be stacked higher than the closed sides and end of the cargo body. Vehicles loaded with ammunition will not be left unsecured.

(4) When trucks with ferrous metal beds are used for hauling ammunition/explosives, such ammunition/explosives must be packed in wooden or fiberboard containers or dunnage must be used to cover the cargo bed of the transporting vehicle.

(5) Should a mishap occur during transportation of explosive ordnance, the shipper will undertake an investigation into all circumstances, and reports will be submitted per NAVSEA OP 5 Vol. I and NAVSEA OP 2239

5008. ORDNANCE VEHICLE LICENSE REQUIREMENTS

1. All personnel, civilian and military, authorized to transport explosives with a motorized vehicle must have an explosive driver's license as described below. The requirements include all commercial/industrial trucks, material handling equipment to include forklifts, and self-powered pallet trucks.

2. Tactical vehicles and government trucks used for transporting explosives require a U.S. Government Motor Vehicle Operator's Identification Card (SF 46) to obtain an explosive driver's license stamp. The motor transportation officer provides training and acts as the issuing authority for SF-46 licenses. When issued an explosive driver's license, the following statement must be typed or stamped in the other records section: "Explosives Driver (Must hold current a medical certificate)."

3. All self propelled MHE requires the successful completion of a formal course of instruction conducted by the motor transportation Office. A current license issued by other Department of Defense activities may be accepted on a case by case basis. The following statement must be typed or stamped on the license "Explosive Operator MHE" along with "Must hold current medical certificate."

4. Explosive Drivers License. Qualifications for explosive drivers are as follows:

a. An explosives physical conducted by a medical officer. Renewable according to NAVSEA OP 5 Vol. 1.

b. Be recommended by the department head or squadron commanding officer.

c. Be at least 18 years of age for on station driving and 21 years of age for off station driving.

d. Hold a valid state motor vehicle operator's license.

e. Successfully complete an authorized Explosive Driver's course.

5. Certification, Re-Certification, and De-Certification of Explosives Drivers.

a. Upon issue of a MHE license, the individual must be certified for the work task(s) prior to being authorized to operate self-propelled MHE for explosive evolutions. The Certification Qualification Program for Class V Munitions and Explosives is administered by the parent activity as required by MCO 8023.3.

b. Certification of explosives drivers must be limited to the qualification/expiration dates on the explosive driver's license. Any action that decertifies an operator also requires cancellation of the explosive driver's license. Loss of state driving privileges for cause shall also result in loss of explosive driver's privileges.

SOP FOR THE STATION ORDNANCE SECTION

CHAPTER 6

WEATHER CONDITIONS

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CHAPTER 6

WEATHER CONDITIONS

6000. GENERAL. Each activity shall follow specific criteria, as stated in paragraph 6001 to terminate ordnance operations at the approach of a thunderstorm. In no case will operations continue if a thunderstorm is reported within 5 miles.

6001. OPERATIONS DURING ELECTRICAL STORMS

1. "Thunderstorm Condition 1" (TS-1) consists of an imminent electrical storm within 5 NM. Operations for magazine areas during TS-1 require that all magazines containing ammunition and explosives be closed at the approach of, or during electrical storm activity. All work shall cease and equipment shall be safely secured. All magazines shall be locked and all personnel shall evacuate to a safe distance as soon as possible.

2. Operations for ordnance build up and transportation during TS-1 require that at the approach of and during an electrical storm all work involving ordnance shall cease and equipment safely secured; all ready service lockers closed, locked and all personnel evacuate to a safe distance as soon as possible.

3. Operations for the combat aircraft loading area (CALA) and weapons assembly area (WAA) during TS-1 activity requires that at the approach of and during an electrical storm all ordnance handling cease. Aircraft already loaded with ordnance that does not require arming may taxi and launch at the discretion of unit commanding officers and pilots in command, as modified by other applicable instructions (MIL-HDBK-274 (AS)). Aircraft already loaded with ordnance that requires arming shall not be armed until the storm has passed. Aircraft with ordnance requiring de-arming that lands during an electrical storm shall remain in the de-arming area until the lightning threat passes.

6002. MOTOR VEHICLES. At the approach of a thunderstorm, motor vehicles containing ordnance shall be placed in a area equipped with lightning protection. If this is not possible, the vehicles shall be moved to an area where detonation of their contents will not cause loss of life and where damage to adjacent areas will be minimized. Loading or unloading of vehicles is prohibited during thunderstorms.

SOP FOR THE STATION ORDNANCE SECTION

CHAPTER 7

ORDNANCE AND AMMUNITION

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SOP FOR THE ORDNANCE SECTION

CHAPTER 7

ORDNANCE AND AMMUNITION

7000. GENERAL

1. Ordnance and ammunition requisitioned/maintained on hand will be limited to that quantity required to support known requirements, to support local Non-Combat Expenditure Allowances, and as available space allows.
2. The use of live ordnance and ammunition for display, public or otherwise, is prohibited.
3. Ordnance and ammunition items used for public display, training devices, etc., will be certified inert, per OPNAVINST 8020.13.
4. Ordnance, ammunition and associated components shall not be removed from MCAS Miramar, except as duly authorized by proper authority.
5. Ordnance and ammunition shall never be buried, abandoned, destroyed, fired indiscriminately, nor otherwise disposed of in order to circumvent the inconvenience of returning the item(s) to the magazine area or holding the item(s) pending disposition from higher authority.
6. Ordnance and ammunition items shall not be disassembled, altered, or modified in any way except for those authorized operations performed by qualified explosive ordnance disposal personnel.
7. The presence of explosive ordnance and ammunition outside of designated magazines increases the danger should a fire or explosion occur. The greater the quantities of ordnance involved, the greater the risk. To minimize the risk, only that quantity of ordnance required to sustain operations will be issued.
8. Explosive ordnance and ammunition shall not be stored with chemical ammunition containing incendiary charges or white phosphorus with or without bursting charges.
9. Ordnance and ammunition items shall not be removed from packaged containers until ready for use. (EXCESSIVE BREAKOUT IS HIGHLY DISCOURAGED).

10. All "dud" fired or deteriorated ammunition shall be immediately turned over to explosive ordnance disposal (EOD) for disposition.

11. Use of the Combat Aircraft Loading Area is governed by StaO 8020.1 (SOP FOR THE CALA).

SOP FOR THE STATION ORDNANCE SECTION

CHAPTER 8

SECURITY AND ACCOUNTABILITY OF ARMS, AMMUNITION AND EXPLOSIVES
(AAE)

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SOP FOR THE STATION ORDNANCE SECTION

CHAPTER 8

SECURITY AND ACCOUNTABILITY OF ARMS, AMMUNITION, AND EXPLOSIVES (AAE)

8000. GENERAL. ALMAR 351/97, ALMAR 397/97, and ALMAR 093/98 directed all commanding officers of installations and organizations with AAE responsibilities conduct a review of security and accountability procedures against published orders and local standard operating procedures. As a result of this review, CMC has directed several policies and procedures be changed.

1. MCAS Miramar Provost Marshal's Office, Station Ordnance, Explosive Ordnance Disposal, Consolidated Armory, Station Ordnance, and the Rifle Range/Pistol Range are required to:

a. Appoint a commissioned or warrant officer as Arms Ammunition & Explosives (AA&E) Responsible Officer (RO). RO responsibilities will include but are not limited to:

(1) Conducting AA&E awareness training

(2) Validating AA&E accountability procedures

(3) Auditing the AA&E chain of custody/ documentation for issue, receipt, expenditure, and turn in of unexpended assets

(4) Validating the Navy/Marine Corps (NAVMC) 10774's are properly maintained when the unit is holding security and/or training A&E assets.

b. Establish AA&E inventory schedules and report results and discrepancies.

c. Use a standard CMC published form for initial and annual screening of personnel who account for, maintain, receive, and distribute AAE in the performance of their duties. Screening will be documented with a page 11 entry and supporting documentation will be maintained in unit records. If an individual does not meet the requirements to handle AA&E and AA&E handling is a primary function of their MOS, re-training or reassignment shall be requested from CMC through the appropriate chain of command.

d. Expenditures of all AA&E assets shall be documented on a monthly basis and forwarded to the station ordnance section for consolidation and further reporting to COMMARSYSCOM (AM). Negative reports are required.

e. EOD units will document expenditures of emergency destruction materials, to include individual kit components on a monthly basis to the station ordnance section. Negative reports are required.

f. EOD units will ensure that two person integrity for A&E destruction actions and expenditure reporting is maintained.

g. Copies of all expenditure reports shall be maintained by fiscal year and retained for current year plus two fiscal years.

h. PMO, EOD, the Rifle Range/Pistol Range, and the Armory will conduct and document monthly inventories of A&E held on hand.

i. A&E record keeping personnel shall be accompanied at all times by storage personnel when accessing A&E storage sites.

j. A&E storage personnel shall not have access to A&E record keeping files.

2. The range safety officer responsibilities for A&E accountability during training events will include but not be limited to:

a. Conduct inventory/receipt of A&E when delivered to the range by the ammo tech and/or other authorized individual.

b. Supervise the distribution of A&E at training ranges.

c. Ensure that A&E expenditure reports and turn-in documents for unexpended assets are completed prior to departing the range.

d. Submit expenditure reports and turn-in documents for unexpended A&E to the unit S-4 or designated record holder.

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CHAPTER 9

AIRCRAFT LOADING, DOWNLOADING, SECURITY CLASSIFICATION

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SOP FOR THE STATION ORDNANCE SECTION

CHAPTER 9

AIRCRAFT LOADING, DOWNLOADING, SECURITY CLASSIFICATION

9000. GENERAL

1. All explosives and ammunition loading/downloading of aircraft will be conducted at the Combat Aircraft Loading/ Hazardous Cargo Area or in designated areas of the flight line. The maximum allowable Net Explosive Weight for the combat aircraft loading area (CALA) is 30,000 pounds.
2. All explosive ammunition and inert loading or downloading from aircraft will be conducted utilizing the applicable ordnance-loading checklist supplemented by the particular aircraft stores loading manual.
3. All explosives and ammunition loading or downloading from aircraft must meet the quantity distance (QD) requirements. The explosive safety officer will resolve any questions involving QD requirements.
4. Cockpit signs for loaded aircraft are mandatory when required by the NAVAIR loading checklist.
5. Aircraft shall not be fueled and loaded/downloaded simultaneously.
6. Loading or downloading of ordnance and oxygen servicing shall not be conducted at the same time.
7. Ammunition and explosives including practice bombs which have signals staged for loading or which are actually loaded on the aircraft shall not be left unattended.
8. Under no circumstances shall ammunition and explosives be permitted to be loaded on aircraft overnight, with the exception of captive carry air training missiles (CATM's). Ammunition and explosives shall not be picked up/delivered to the loading area more than four hours prior to scheduled take off time.
9. Hot refueling of aircraft is prohibited when the aircraft is loaded with decoy flares or inert ordnance with signal cartridges.

9001. AMMUNITION AND EXPLOSIVE ASSEMBLY/DIS-ASSEMBLY. Assembly and disassembly will be accomplished only in the weapons assembly area (WAA) or other authorized areas identified by the explosive safety office and airfield operations.

9002. DUMMY/INERT ORDNANCE DISPLAYS

1. As stated in NAVAIR 00-80T-103 and OPNAV 8020.13, the use of live ordnance for display, public or otherwise is prohibited.
2. Ordnance items that have been rendered inert for display or training shall be inspected and certified inert by EOD personnel. The items shall be tagged/marked with the statement "Inspected (identify by nomenclature/MARK and MOD) and found to contain only inert material" with the inspecting officials signature and dated. Class V(W) ordnance must first have CG MCCDC authorization to inert and display prior to EOD inspecting and/or inerting.
3. EOD and the explosive safety officer shall maintain a record of all ammunition/ordnance certified inert currently held by MCAS Miramar. The following data as a minimum, shall be recorded:
 - a. Item description, DODIC/NALC and NSN
 - b. Assigned serial number
 - c. Certifying officials name
 - d. Certifying Officials signature
 - e. Date certified
 - f. Method by which the item was determined to be inert
 - g. Item location
 - h. Disposition (and shipping/receiving document numbers if applicable)

SOP FOR THE STATION ORDNANCE SECTION

CHAPTER 10

HAZARDS OF ELECTROMAGNETIC RADIATION TO ORDNANCE

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CHAPTER 10

HAZARDS OF ELECTROMAGNETIC RADIATION TO ORDNANCE (HERO)

10000. GENERAL

1. This instruction shall apply to all staging, handling, loading, downloading, arming, and de-arming areas aboard MCAS Miramar.
2. NAVSEA OP 3565 Volumes 1 and 2 should be referred to when any doubt exists on HERO safety.
3. HERO varies greatly with the type of ordnance involved, distance to radiation source, power output and frequency of the transmitter. NAVSEA OP 3565 divides all ordnance into the following categories:
 - a. HERO Safe Ordnance - items that are not susceptible and require general HERO radio frequency (RF) restrictions during all phases of normal employment.
 - b. HERO Susceptible Ordnance - items that are susceptible and require RF restrictions for at least some phase of employment.
 - c. HERO Unsafe Ordnance - items that are susceptible and require RF restrictions for all phases of employment.
 - d. HERO Unreliable Ordnance - may include items that have a HERO safe or HERO susceptible classification, but by assembling, disassembling, or subjecting the ordnance to unauthorized conditions the performance may be degraded if exposed to RF.
4. To ensure safety when handling HERO susceptible or HERO unsafe ordnance, precautions must be taken to limit the radiation of RF energy in the surrounding area. The HERO survey contains the HERO assessment for activities under the control of the air station, including safe separation distances between ordnance and radiating antennas. The airfield operations officer, upon notification, sets a HERO EMCON condition to ensure radiation is maintained at acceptable levels.
5. Supported and visiting units will comply with HERO conditions and specific responsibilities as contained in StaO 8020.3, Hazards of Electromagnetic Radiation to Ordnance Emissions Control Bill (HERO EMCON Bill).

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CHAPTER 11

EXPLOSIVE ORDNANCE DISPOSAL

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CHAPTER 11

EXPLOSIVE ORDNANCE DISPOSAL

11000. GENERAL. NAVSEA OP 5 and MCO 8027.1_ provide information for explosive ordnance disposal (EOD) in the proper handling and disposition of ordnance. OPNAVINST 8027.1_ and OPNAVINST 3440.15_ publications state the EOD is responsible for the disposal of explosive ordnance at Navy and Marine Corps installations or explosive ordnance that is in the physical possession of the Navy or Marine Corps at the time of the incident.

11001. SCOPE OF SERVICES

1. EOD team provides the following handling, render safe, or disposal services for:
 - a. Surface explosive ordnance disposal
 - b. Biological and chemical warfare agents
 - c. Improvised explosive devices (IED's)
2. Upon request and in addition to the above services, the EOD detachment will assist in planning and conducting training on areas of fire fighting and damage control that involve explosions, explosive safety, radiation monitoring, emergency destruct procedures, and reaction to the placement or threat of placement of an improvised explosive device (IED) or sabotage explosive device.

11002. ACTION REQUIRED

1. In the event of an aircraft, vehicular, handling equipment, handling mishap, or crash involving explosive ordnance or an explosive operated device where there is a question as to the safety of that device, the following action will be taken:
 - a. The senior person at the scene will take such action as necessary to clear the immediate area of unnecessary personnel and equipment.
 - b. Notify EOD during working hours at 577-6040. After working hours call(619) 300-4419.

c. If time permits, the area should be cordoned off and warning signs posted. A sufficient number of guards should be posted to establish control of the area. Guards should be positioned at a safe distance from the object.

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CHAPTER 12

ORDNANCE SAFETY IN-BRIEFS

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SOP FOR THE STATION ORDNANCE SECTION

CHAPTER 12

ORDNANCE SAFETY IN-BRIEFS

12000. BACKGROUND. History has proven that the constant shifting from shore to sea and base to station, becomes a burden and tenant/visiting commands need to keep abreast of the changes to ordnance/ammunition/explosives handling requirements. To solve this difference in operating environments, the station explosive safety officer has developed an explosive safety brief for all returning units and incoming visiting commands.

12001. REQUIREMENTS

1. All tenant based commands TAD from the air station for four months or greater and all visiting commands are required to attend an explosive safety in brief. All other briefs will be as requested.
2. Ordnance transactions between supported units and station ordnance will not be honored until the in brief is completed. An additional requisition/receipt brief is required with station ordnance prior to issuing ammunition or explosives to requesting units.
3. Station and tenant commands will be given their in-brief at their respective spaces.
4. Transient/visiting commands in briefs will be given in a area to be determined by the host activity.
5. Call the explosive safety officer to schedule in briefs at DSN 267-4988, commercial (619) 577-4988, or FAX at ext. 1798. All personnel involved in explosive ordnance evolutions will be required to attend this brief.

12002. TOPICS TO BE COVERED. The following topics will be covered during the explosive safety in brief. These topics are listed to assist the commands in the preparation for their brief:

- a. Commander's brief.
- b. Explosive ordnance disposal procedures.

- c. Ready service locker inspection, as well as check in/check out procedures.
- d. Fuel pit requirements.
- e. Explosive driver requirements.
- f. Transportation of explosives.
- g. Ordnance vehicles check in/check out procedures
- h. Authorized loading areas
 - (1) Loading/downloading
 - (2) Arming/de-arming
- i. Aircraft gun/chaff build up areas.
- j. HERO requirements.
- k. Weather conditions.
- l. Ordnance requisition procedures.
- m. Ordnance turn in procedures.
- n. Explosive ordnance qualification/certification.
- o. Build up area/staging area/CALA procedures and restrictions.
- p. Explosive safety hazards peculiar to MCAS Miramar.

SOP FOR THE STATION ORDNANCE SECTION

CHAPTER 13

OPERATION OF THE STATION SALUTING BATTERY

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CHAPTER 13

OPERATION OF THE STATION SALUTING BATTERY

13000. GENERAL

1. Requests for saluting battery support will be submitted to the Commanding General, Marine Corps Air Station (MCAS) Miramar via the chain of command.
2. The station ordnance section will maintain the Station Saluting Battery per SW363-AO-MMO-010/MK11 MOD 0-2 and NAVSEA OP 2124.
3. The station ordnance section will operate the saluting battery during official ceremonies in honor of visiting dignitaries and on designated holidays as outlined in Navy Regulations, Chapter 10 for special events as directed by the Commanding General.
4. The saluting battery will be comprised of the following personnel:
 - a. OIC - Station Ordnance Officer
 - b. NCOIC - Station Ordnance Chief
 - c. Cannoneers - Station ordnance personnel
5. The designated uniform for saluting battery personnel, unless otherwise directed by the Commanding General or a representative, are as followed:
 - a. OIC/NCOIC - Camouflage utility uniform with white belt and white helmet liners.
 - b. Cannoneers - Camouflage utility uniform with white belt and white helmet liners.
6. On Washington's Birthday and Independence Day the Saluting Battery shall fire a national salute of 21, at 5-second intervals commencing at 1200.
7. On Memorial Day at 1200 the Saluting Battery shall fire a 21-gun salute at 1-minute intervals.

SOP FOR THE STATION ORDNANCE SECTION

APPENDIX A

REFERENCES/PUBLICATIONS

The current edition of the following publications shall govern the handling and processing of munitions aboard MCAS Miramar:

<u>Short Title</u>	<u>Long Title</u>
	ROLMS Security Manual
	ROLMS Database Administrators Guide
ABO 8023.2A	Handling, Storage and Transportation of Class V(A) Aviation Ordnance Material
ALMAR 093/98	Follow-on Policy Changes for Security and Accountability of Arms, Ammunition and Explosives
ALMAR 397/97	Interim Policy Changes for Security and Accountability of Arms, Ammunition and Explosives
BOE-6000-M	Hazardous Materials Regulations of the Department of Transportation
MCO 11240.66B	Standard Licensing Procedures for Operators for Military Motor Vehicles
MCO 8020.10	Ammunition and Explosives Safety Policies, Programs, Requirements, and Procedures for Class V Material
MCO 8020.1F	Handling, Transportation, Storage, Reclassification and Disposition of Ammunition and Explosives Class V(W)
MCO 8023.3	Qualification and Certification Program for Class V Munitions and Explosive Devices

SOP FOR THE STATION ORDNANCE SECTION

<u>Short Title</u>	<u>Long Title</u>
MCO P4030.19	Packing and Handling of Dangerous Materials for Transportation by Military Aircraft
MCO P8011.4	Marine Corps Table of Allowances for Class V(W) Material (Peacetime)
MIL-STD 129J	Military Standard Marking for Shipment and Storage
NAVAIR 11-100-1 Series	Cartridges and Cartridge Actuated Devices
NAVSEA OP 2173	Approved Handling Equipment for Weapons and Explosives
NAVSEA OP 2238	Identification of Ammunition
NAVSEA OP 2239	Motor Vehicle Drivers Handbook for Ammunition, Explosives and Hazardous Materials
NAVSEA OP 3565	Electromagnetic Radiation Hazards to Ordnance
NAVSEA OP 3681	Motor Vehicle and Rail car Shipping Inspector's Manual for Ammunition, Explosives, and Other Hazardous Materials
NAVSEA OP4461	On Station Movement of Ammunition and Explosives by Truck and Rail car
NAVSEA OP 5 Vol. I	Ammunition and Explosives Ashore
NAVSEA SW023-AH-WHM-010	Handling Ammunition, Explosives and Hazardous Materials Handling Equipment (MHE)

SOP FOR THE STATION ORDNANCE SECTION

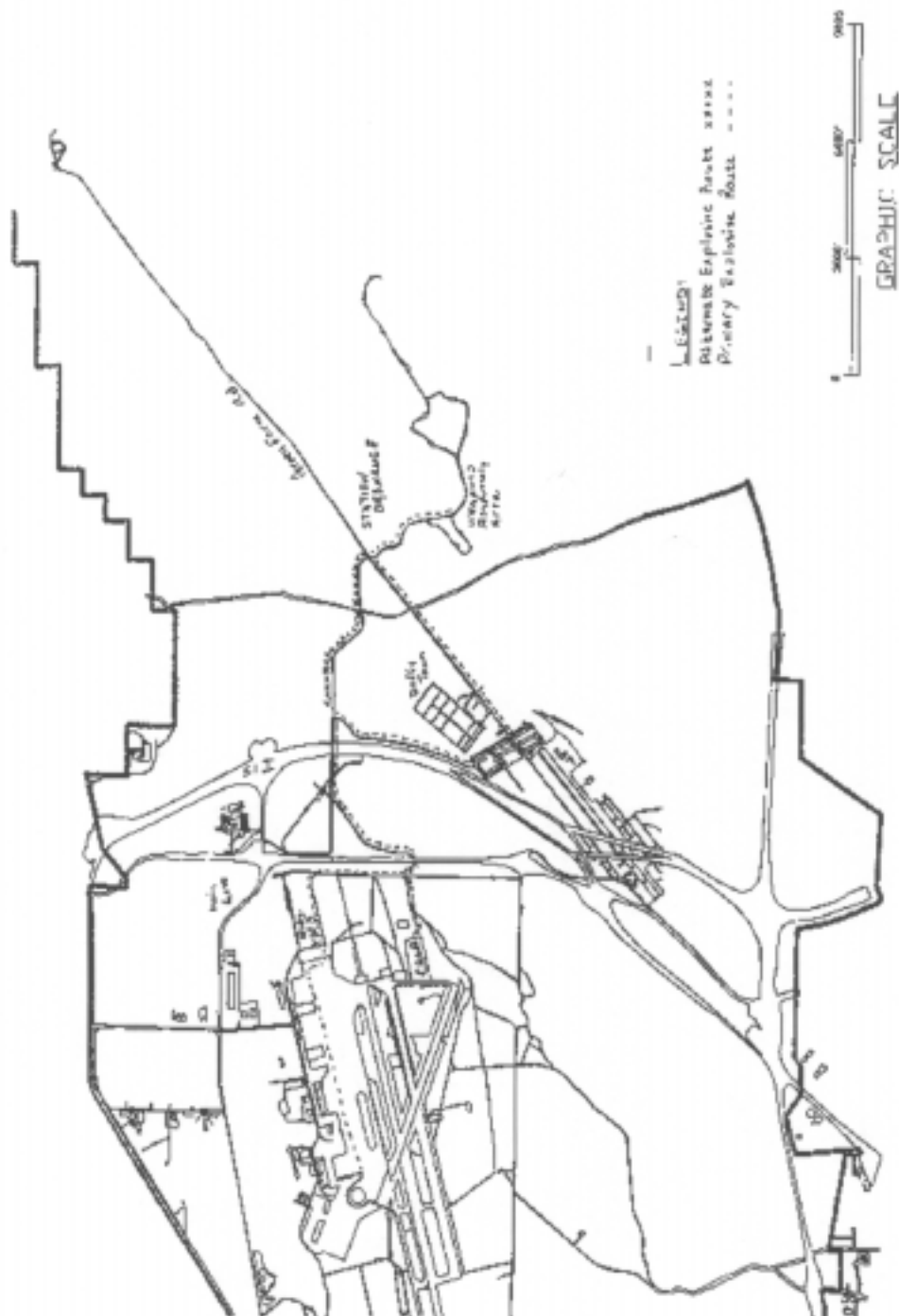
<u>Short Title</u>	<u>Long Title</u>
NAVSEAINST 8023.11	SOP's for the Processing of Expendable Ordnance at Navy and Marine Corps Activities
NAVSEAINST 8023.7	Ammunition Storage Facilities
Navy Regulations, Ch. 10	
OPNAVINST 5530.13A	Department of the Navy Instruction for Conventional AA&E
OPNAVINST 8020.13	Certification and Identification of Inert Ordnance for Display, Training, or Other Purposes
SPCCINST 8010.12	Policies, Procedures, Responsibilities for Supply Management of Conventional Ammunition
STAO 8020.1	SOP for Combat Aircraft/Hazardous Cargo Loading Area
STAO 8020.3	H.E.R.O. Emissions Control Bill (EMCON)
SW020-AC-SAF-010/020/030	Transportation and Storage Data for Ammunition, Explosives, and Related Hazardous Materials
SW363-AO-MMO-010	MK 11 MOD 0-2, 40MM Gun Maintenance Manual
TW010-AA-ORD-010	Index to Navy Ammunition Stock
TW024-AA-ORD-010	Ammunition Unserviceable, Suspended and Limited Use

STANDARD FORM 344

B-1

APPENDIX C

MCAS MIRAMAR EXPLOSIVE VEHICLE ROUTES



SOP FOR THE STATION ORDNANCE SECTION

APPENDIX D

DD FORM 1348-1

TURN IN DOCUMENT FOR AMMUNITION

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SOP FOR THE STATION ORDNANCE SECTION

APPENDIX E

MIL-STD 129 TAGS

FSL PART NO. AND ITEM DESCRIPTION		SERVICEABLE TAG-MATERIEL	
		NEXT INSPECTION DUE/OVER-AGE DATE	CONDITION CODE
SERIAL NUMBER/LOT NUMBER		INSPECTION ACTIVITY	
		INSPECTOR'S NAME OR STAMP AND DATE	
CONTRACT OR PURCHASE ORDER NO.		QUANTITY	
REMARKS			

WARNING: Unqualified personnel, defective, or destroying this tag may be subject to a fine of not more than \$1,000 or imprisonment for not more than one year or both. (18 USC 1361)

DD FORM 1374, OCT 68
1-1 2514J-404-9000

(YELLOW OR ORANGE
COLORED BORDER)

CODE : SERVICEABLE

- A : ISSUE WITHOUT QUALIFICATION
- B : ISSUE WITH QUALIFICATION
- C : PRIORITY ISSUE

FSL PART NO. AND ITEM DESCRIPTION		UNSERVICEABLE (REPAIRABLE) LABEL-MATERIEL	
		INSPECTION ACTIVITY	CONDITION CODE
SERIAL NUMBER/LOT NUMBER		REASON FOR REPAIRABLE CONDITION	
		REMOVED FROM	
CONTRACT OR PURCHASE ORDER NO.		QUANTITY	
REMARKS			

WARNING: Unqualified personnel, defective, or destroying this label may be subject to a fine of not more than \$1,000 or imprisonment for not more than one year or both. (18 USC 1361)

DD FORM 1377-1, OCT 66 5-14 6102 LF 015 0850

(GREEN COLORED BORDER)

CODE : UNSERVICEABLE

- E : RESTORATION
- F : REPAIRABLE
- G : INCOMPLETE

SOP FOR THE STATION ORDNANCE SECTION

<small>WARNING: Unauthorized persons removing, defacing, or destroying this tag may be subject to a fine of not more than \$1,000 or imprisonment for not more than one year or both. [18 USC 1361]</small>		PSN, PART NO. AND ITEM DESCRIPTION		SUSPENDED TAG-MATERIAL	
				NEXT INSPECTION DUE	CONDITION CODE
				INSPECTION ACTIVITY	
				REASON OR AUTHORITY	
SERIAL NUMBER/LOT NO.		UNIT OF ISSUE	INSPECTOR'S NAME OR STAMP AND DATE		
CONTRACT OR PURCHASE ORDER NO.		QUANTITY			
REMARKS					

(BROWN COLORED BORDER)

CODE : SUSPENDED

J : IN STOCK
 K : RETURNS
 L : LITIGATION
 M : IN WORK
 N : AMMUNITION FOR EMERGENCY USE ONLY

<small>WARNING: Unauthorized persons removing, defacing, or destroying this tag may be subject to a fine of not more than \$1,000 or imprisonment for not more than one year or both. [18 USC 1361]</small>		PSN, PART NO. AND ITEM DESCRIPTION		UNSERVICEABLE CONDEMNED TAG-MATERIAL	
				INSPECTION ACTIVITY	CONDITION CODE
				REASON OR AUTHORITY	
				INSPECTOR'S NAME OR STAMP AND DATE	
SERIAL NUMBER/LOT NUMBER					
UNIT OF ISSUE	QUANTITY				
REMARKS					

(RED COLORED BORDER)

CODE : UNSERVICEABLE CONDEMNED

H : CONDEMNED
 P : RECLAMATION

SOP FOR THE STATION ORDNANCE SECTION

<small>WARNING: Unauthorized persons removing, defacing, or destroying this label may be subject to a fine of not more than \$1,000 or imprisonment for not more than one year or both. (18 USC 1361)</small>	PEN, PART NO. AND ITEM DESCRIPTION		TEST/MODIFICATION LABEL-MATERIEL		CONDITION CODE
	SERIAL NUMBER/LOT NUMBER UNIT OF ISSUE QUANTITY CONTRACT OR PURCHASE ORDER NUMBER INSPECTION ACTIVITY		AUTHORITY		DATE
			INSPECTOR'S NAME OR STAMP AND DATE		

U.S. GOVERNMENT PRINTING OFFICE: 1979 O - 701-075 DD FORM 1376-1, 1 OCT 66 5010-102-016-0310

PLATE NO. 18747

(BLUE COLORED BORDER)

CODE : SERVICEABLE

D : PENDING ACCEPTANCE
(TEST/MODIFICATION)

SOP FOR THE STATION ORDNANCE SECTION

APPENDIX F

UNITED STATES MARINE CORPS
Unit Letterhead

8012

Date

From: Officer in Charge
To: Officer in Charge, Station Ordnance, MCAS Miramar
Subj: PERSONNEL AUTHORIZED TO REQUEST, RECEIVE AND TURN IN CLASS
V(A) / V(W) AMMUNITION
Ref: (a) StaO P8600.1A

1. As required by the reference, the below-identified personnel are authorized to approve ammunition requisitions:

RANK	NAME	SSN/MOS	SAMPLE SIGNATURE
------	------	---------	------------------

2. As required by the reference, the below-identified personnel are authorized to turn-in and sign for the receipt of ammunition:

RANK	NAME	SSN/MOS	SAMPLE SIGNATURE
------	------	---------	------------------

3. The person requesting ammunition can not sign for it under the same transaction.

4. Point of contact is _____ at _____.

5. All previous letters are hereby canceled.

I. M. ORDO

SOP FOR THE STATION ORDNANCE SECTION

APPENDIX G

UNITED STATES MARINE CORPS
Unit Letterhead

SSIC
Date

From: Officer in Charge
To: Officer in Charge, Station Ordnance, MCAS Miramar
Subj: REQUEST FOR ACCESS TO THE STATION WEAPONS COMPOUND
Ref: (a) StaO P8600.1A

1. As required by the reference, it is requested that the below-listed personnel be authorized access to the ammunition storage area.

<u>NAME</u>	<u>RANK</u>	<u>SSN/MOS</u>
-------------	-------------	----------------

2. This letter supersedes all previous designation letters.
3. POC _____ ext. _____.

I. M. ORDNANCE

(All access rosters are to be approved by the station ordnance OIC and updated every six months, or upon changes of personnel.)

SOP FOR THE STATION ORDNANCE SECTION

APPENDIX H

VISITING UNITS BRIEF

1. As covered in chapter 12 of this SOP, the following visiting units brief is provided:

From: Ordnance Officer, Marine Corps Air Station Miramar, San Diego, CA
To: Deployed Units
Subj: VISITING UNITS BRIEF

Encl: (1) Request for Access Letter
(2) Personnel Authorized to Request/Receipt For/Turn-in Ordnance Letter
(3) DD Form 1348
(4) SF Form 344
(5) Recycling Program Map

NOTE: This appendix does not include the above enclosures. Samples of the enclosures, documents and forms may be found elsewhere within this SOP.

(6) Inert Certification Letter

1. The following information is presented as a guide for deployed units:

a. Pre-positioning

(1) Ordnance will be requested by message 90 days prior to deployment.

(2) There is no courtesy stowage at this facility.

SOP FOR THE STATION ORDNANCE SECTION

b. Checking in. Upon arriving at station ordnance, an access letter (enclosure (1)) listing only the personnel requiring access to the station ordnance compound will be turned in to the ordnance chief. A letter designating personnel authorized to request, receive, and turn in ordnance (enclosure (2)), will be turned into the Ammunition Stock Recording Section NCOIC along with completed ROLMS/FOSAMS Miltrips, DD Forms 1348 (6-part), or Standard Form 344. Visiting units access to the ordnance compound will only be authorized upon receipt and endorsement of the request letter. Use of ready service lockers will be requested through the Magazine NCOIC. The station ordnance section will not issue ordnance until the visiting unit has received its explosive safety brief from the explosive safety officer.

c. Issues

(1) Live ordnance for issue will be requested no later than five working days prior to its requested delivery date. Inert ordnance requires three working days.

(2) Ordnance will not be issued or moved until it has been signed for.

(3) Only station ordnance personnel will remove incoming shipments of munitions from the dock area.

(4) The Net Explosive Weight of the weapons staging area and combat aircraft loading area is 30,000 lbs. 1.1 / 1.2 each. Units using these areas will not exceed prescribed Net Explosive Weight limitations. Net Explosive Weight limitations of the weapons assembly area in East Miramar is 60,000 lbs. Ordnance will be staged according to Net Explosive Weight limitations based on number of units present and what type of ordnance has been requested.

(5) Issues will only be made Mondays through Fridays 0830-1530, except for immediate/special CAD requests.

(6) Ordnance requests delivered after 1300 will not be processed until the next working day for issue purposes.

(7) All ammunition details from expended ordnance will be returned to station ordnance with the proper accompanying paperwork, with the exception of local disposal items, whereas the unit will utilize the Defense Reutilization Management Office (DRMO) at Imperial Beach, San Diego or MCAS Miramar recycling section.

SOP FOR THE STATION ORDNANCE SECTION

(8) Use all "light" containers first.

d. Turn-ins

(1) For transient units, 48-hour notice is required. For tenant units, schedule turn-ins with the Magazine NCOIC. All turn-ins will be done on Tuesdays and Thursdays by appointment only. Appointments for turn-ins must be made by 0900 on Friday for Tuesday morning and 0900 Tuesday for Thursday morning.

(2) All ordnance will be turned in with its original container and packing.

(3) All ammunition lots will be packaged separately. Mixed lots of ammo will not be accepted.

(4) All mixed condition code ordnance will be packaged separately. Mixed condition code material will not be accepted.

(5) Do not band pallets with containers that have been opened until station ordnance personnel have verified the quantities, lot numbers, etc.

(6) All cartridges (CAD's) that are in opened containers will have an opened and an expiration date marked on each cartridge (CAD) with an indelible marker. The markers are not provided by station ordnance.

(7) Practice bombs will have lugs and strikers. Strikers will be removed.

(8) Bullet tip paint will be removed from all rounds prior to turn in. Ammunition will be free of dirt, sand and grease or it will not be accepted.

(9) Rocket pod safety pins will be returned.

(10) Material condition code H items will be turned in with containers painted white.

(11) Light containers will be painted orange with the words "LIGHT BOX" stenciled on all sides. (The words "LITE BOX" shall not be used.)

SOP FOR THE STATION ORDNANCE SECTION

(12) A qualified SNCO or officer from the visiting unit will turn in expended cartridges, links, and decoy flares into DRMO. Brass will be turned into the station recycling division. A "CERTIFIED INERT" statement will be placed on all DD Form 1348-1's accompanying the material to DRMO or recycling.

(13) Once ordnance is turned in, it will not be reissued, unless the 5 day /3 day windows are met.

(14) All containers containing ordnance will have the following info stenciled on all sides:

- a) NALC
- b) NSN
- c) Lot number/Serial number
- d) Quantity

(15) Opened containers of ordnance will have the proper MIL-STD 129 tags corresponding to the material condition code.

e. BUILD UP

(1) Only rocket type ammunition will be stored and built in the rocket build up area.

(2) All gun ammunition transports will be loaded/downloaded in the forward firing area only.

(3) Concurrent assembly operations are permitted in the weapons assembly area and CALA.

(4) Firebombs will be fueled in designated areas only. All units are responsible for notifying ARFF, fuel farm, and the fire department. They must also provide the materials required to clean up accidental spills.

(5) White phosphorus (WP) will be stored and built in the designated WP area only.

(6) Weapons build up will not be conducted during hours of darkness unless proper lighting is utilized.

(7) Units will utilize only the areas they are assigned.

SOP FOR THE STATION ORDNANCE SECTION

(8) Condition code "C" ordnance will be expended first.

(9) Cartridges with the oldest open date or shelf life date will be expended first.

f. Safety

(1) Ordnance will not be issued until after the build up crew has received its safety brief from the explosive safety officer. Copies of all qualification and certification letters will be turned into the explosive safety officer.

(2) Personnel will be in proper military attire during ordnance handling evolutions.

(3) Speed limit around ordnance in the build up and handling area is 5 mph.

(4) All forward firing ordnance will be built in the designated area and headed in a safe direction. Rockets/flares pods will face aft on trailers while being pulled (loaded or unloaded).

(5) A maximum of two trailers will be pulled at one time with one truck.

(6) Alternate (A) drivers (shotguns) will ride in the rear of the truck bed when pulling trailers.

(7) All ordnance will be strapped down while being transported.

(8) Only authorized explosive transport routes will be used.

(9) Two-man rule is in effect for all ordnance evolutions. One must be a certified safety observer.

(10) Unprofessional conduct (horseplay, skylarking) will not be tolerated in the ordnance compound.

(11) Smoking is not allowed within the ordnance compound except in designated smoking areas.

SOP FOR THE STATION ORDNANCE SECTION

g. Retrograde

(1) All retrograde will be turned in with the appropriate DD Form 1348-1s.

(2) All empty containers will be stenciled "EMPTY" on the top, one end and all sides. Containers will be verified as empty by certified station ordnance personnel alongside authorized unit personnel and sealed with lead wire seals. Wire seals will not be provided by station ordnance.

(3) Unserviceable/damaged retrograde will not be accepted and must be turned in to DRMO.

h. Recycling

(1) Due to the many recyclable items utilized on a daily basis, a base-wide recycling program has been instituted. There are several recycling bins throughout the base as well as the ordnance compound.

(2) Recycling and using recycled products cost less, uses less energy, saves natural resources and creates less air pollution. Crush all aluminum cans and rinse out all items to be recycled. Before placing banding into designated banding bins ensure it is cut into 18" strips. A complete listing of all recycleable items can be found in StaO .

(3) If you are not sure if it can be recycled, ask someone from the station ordnance section. Keep it simple, it's not that hard. Recycling is habit forming.

(4) Any questions or comments, call the ordnance NCOIC ant extension 7-1797/1793.

i. Miscellaneous

(1) Ready Service Locker's (RSL's) will be issued by the Magazine non-commissioned Officer in charge (NCOIC) upon completion of the ordnance safety brief. Prior to the turn-in of keys station ordnance personnel will inspect the RSL's for cleanliness.

(2) Water barrels are not trash containers.

(3) Areas will be cleaned daily.

SOP FOR THE STATION ORDNANCE SECTION

(4) Station ordnance will not provide vehicle/MHE support.

(5) Visiting units/tenant units must provide their own banding gear, paint, tools, and lead wire seals.

(6) Privately owned vehicles (POV's) are not allowed within the station ordnance compound unless approved by the station ordnance officer.

(7) All areas will be inspected for cleanliness after turn-ins are complete.

j. Points of Contact for the ordnance section are; DSN 267-xxxx and Commercial is (619) 577-xxxx

<u>NAME</u>	<u>BUILDING</u>	<u>EXTENSION</u>
ORDNANCE OFFICER	22101	1796
ORDNANCE CHIEF	22101	1797
ORDNANCE NCOIC	22101	1791
MAGAZINES NCOIC	22101	1793
QUALITY ASSURANCE/ SAFETY NCOIC	22101	1793
ASRS NCOIC	22101	1794
FAX	22101	1798

SOP FOR THE STATION ORDNANCE SECTION

APPENDIX I

SPECIFIC STANDARD OPERATING PROCEDURES (SSOP'S)

1. PURPOSE. To provide guidance and standardization for developing and using Specific Standard Operating Procedures (SSOP's). NAVSEAINST 8023.11 provides guidance and requirements for development and implementation of SSOP's. **COMPLIANCE IS MANDATORY.**
2. BACKGROUND. SSOP's are locally prepared specific work area/environmental guidance that enables a fully qualified and certified work force to carry out their ordnance handling requirements safely.
3. FORMAT. SSOP's may be written in any format that conveys what is required to safely and properly perform the task assigned. Specific elements must be included in the SSOP's. They are:
 - a. Record of Approval. Signed by the unit Commanding Officer or a designated representative.
 - b. Supervisors and Workers Statements. Not required if OPNAVINST 8023.2 and TYCOM Qual/Cert programs satisfies this requirement.
 - c. Step by Step Procedures.
 - d. Diagram. Required in a building or operational area to identify process routes. Escape routes will be posted on the walls if necessary and referred to.
 - e. Equipment list. Safety equipment, tools, etc. not already listed in applicable directives.
 - f. Hazard/Hazard Control. To be briefed prior to starting operations.
 - g. Emergency Response. To be briefed prior to starting operations.
 - h. Security. To be briefed prior to starting operations.
4. RECOMMENDED SSOP FORMAT
 - a. Record of approval

SOP FOR THE STATION ORDNANCE SECTION

b. Operation Briefing

c. Hazard/Hazard Control

(1) Diagram (work area brief)

(2) Security Requirements

(3) General safety brief

d. Equipment List

(1) Safety Equipment

(2) Working Equipment List

e. Step by Step Procedures. Listing/checklist of items utilized and the listed reference material which may provide further instruction.

SOP FOR THE STATION ORDNANCE SECTION

APPENDIX J

FIRE INSPECTION (HOTWORK PERMIT) HAZARDOUS/EXPLOSIVE WORK

FIRE INSPECTION (HOT WORK PERMIT)
HAZARDOUS/EXPLOSIVE WORK

Business Phone:		Emergency Phone Number: 9-911	
Building Number		Location of Work	
Work to be Accomplished		Issued	Date:
Signature (Inspector)		Permit Expires	Date:
			Time:
Yes	No	PRECAUTIONS	
		Yes	No
		Sprinkler system in service	
		Fire extinguisher at job site	
ARE WITHIN 35 FEET OF WORK		FIRE WATCH	
		To be provided during and 30 minutes after completion	
		Supplied with portable fire extinguisher	
		Fire Watch is aware of the nearest fire alarm auxiliary pull station location	
		Combustible floors shielded	
		Combustible material and/or flammable liquids removed	
		Combustibles protected and/or shielded	
<p>ATTENTION: BEFORE ANY HAZARDOUS WORK IS PERFORMED, THE WELDER OR JOB SUPERVISOR SHALL INSPECT THE WORK AREA AND CONFIRM THAT PRECAUTIONS HAVE BEEN TAKEN TO PREVENT FIRES IN ACCORDANCE WITH NFPA 51 (Cutting and Welding Processes).</p> <p>CONTINUE TO PERFORM HAZARDOUS WORK ONLY AS LONG AS CONDITIONS ARE UNCHANGED FROM THOSE ESTABLISHED AT THE TIME THE PERMIT WAS ISSUED.</p>			
SPECIAL REQUIREMENTS (Please Print/Type):			
SIGNATURE (Job Supervisor)		SIGNATURE (Explosive Safety Officer and/or Confined Space Program Manager)	
Date		Date	
SIGNATURE (Craftsman-person who will actually perform the work)		SIGNATURE (Weapons Officer or Assistant Officer/Ordnance Officer)	
Date		Date	

SOP FOR THE STATION ORDNANCE SECTION

APPENDIX K

DD FORM 626 MOTOR VEHICLE INSPECTION FORM

MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)									
<i>(Read instructions before completing this form.)</i>									
This form applies to Class 1, 1.1, 1.2, 1.3; Inhalation Hazardous and Radioactive Label III Hazardous Material.						1. GOVERNMENT BILL OF LADING TCR NUMBER			
SECTION I - DOCUMENTATION				ORIGIN a.		DESTINATION b.			
2. CARRIER/GOVERNMENT ORGANIZATION									
3. DATE OF INSPECTION									
4. TIME OF INSPECTION									
5. LOCATION OF INSPECTION									
6. OPERATOR(S) NAME(S)									
7. OPERATOR(S) LICENSE NUMBER(S)									
8. MEDICAL EXAMINER'S CERTIFICATE*									
9. <i>(If (factory) at origin)</i>						10. CYSA LABEL DISPLAYED ON COMMERCIAL EQUIPMENT*			
a. MILITARY HAZMAT CERTIFICATION				d. ERG OR EQUIVALENT				YES NO	
b. VALID LEASE*				e. DRIVER'S VEHICLE INSPECTION REPORT*				a. TRUCK/TRACTOR	
c. ROUTE PLAN				f. COPY OF 49 CFR PART 387				b. TRAILER	
SECTION II - MECHANICAL INSPECTION <i>All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.</i>									
11. TYPE OF VEHICLE(S)						12. VEHICLE NUMBER(S)			
13. PART INSPECTED <i>(If as applicable)</i>									
ORIGIN (1)		DESTINATION (2)				ORIGIN (3)		DESTINATION (4)	
SAT	UNSAT	SAT	UNSAT	SAT	UNSAT	SAT	UNSAT	SAT	UNSAT
a. SPARE ELECTRICAL FUSES				b. EXHAUST SYSTEM					
c. BORN OPERATIVE				i. BRAKE SYSTEM*					
d. STEERING SYSTEM				m. SUSPENSION					
e. WINDSHIELDWIPERS				n. COUPLING DEVICES					
f. MIRRORS				o. CARGO SPACE					
g. WARNING EQUIPMENT				p. LANDING GEAR*					
h. FIRE EXTINGUISHER*				q. TIRES, WHEELS, RIMS					
i. ELECTRICAL WIRING*				r. TAILGATE/DOORS*					
j. LIGHTS AND REFLECTORS				s. TARPULIN*					
k. FUEL SYSTEM*				t. OTHER <i>(Specify)</i>					
14. INSPECTION RESULTS <i>(If one)</i>						15. REMARKS			
ACCEPTED						REJECTED			
<i>(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)</i>									
16. INSPECTOR SIGNATURE <i>(Origin)</i>						17. INSPECTOR SIGNATURE <i>(Destination)</i>			
SECTION III - POST LOADING INSPECTION <i>This section applies to Commercial and Government Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.</i>									
ORIGIN (1)		DESTINATION (2)				ORIGIN (3)		DESTINATION (4)	
SAT	UNSAT	SAT	UNSAT	SAT	UNSAT	SAT	UNSAT	SAT	UNSAT
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR									
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT									
20. SEALS APPLIED TO CLOSED VEHICLE; TARPULIN APPLIED ON OPEN EQUIPMENT									
21. PROPER PLACARDS APPLIED									
22. SHIPPING PAPERS/DO FORM 636 FOR GOVERNMENT VEHICLE SHIPMENTS									
23. COPY OF DD FORM 626 FOR DRIVER									
24. SHIPPED UNDER DOT EXEMPTION 606									
25. INSPECTOR SIGNATURE <i>(Origin)</i>						26. DRIVER(S) SIGNATURE <i>(Origin)</i>			
27. INSPECTOR SIGNATURE <i>(Destination)</i>						28. DRIVER(S) SIGNATURE <i>(Destination)</i>			

SOP FOR THE STATION ORDNANCE SECTION

APPENDIX L

DDFORM 836 SHIPPING PAPER AND EMERGENCY RESPONSE INFORMATION

INSTRUCTIONS FOR COMPLETING DD FORM 836, "SHIPPING PAPER AND EMERGENCY RESPONSE INFORMATION FOR HAZARDOUS MATERIALS TRANSPORTED BY GOVERNMENT VEHICLES"	
<p>GENERAL</p> <p>DD Form 836 shall be completed by a "qualified individual from a transportation office, and/or other organization offering hazardous material for transportation in commerce or areas accessible to the general public."</p> <p>*An individual is considered qualified to complete and sign (certify) DD Form 836, having satisfactorily completed the OASD Standard Transportation of Hazardous Material Course from one of the DoD-approved schools listed in the Defense Traffic Regulation. This person shall be appointed in writing by the activity or unit commander, to be within scope of authority.</p> <p>STEP 1</p> <p>Item 1. Enter the place and date the material was certified (e.g., Fort Campbell, 1 Jan 95).</p> <p>Item 2. Enter the date this material will move in commerce.</p> <p>Enter the page number and total number of pages of the DD Form 836. Mark as "0" as the box if there are continuation sheets. Enter "Page 1 of 5 Pages" or leave blank if there are no extra pages.</p> <p>STEP 2</p> <p>Item 3.</p> <p>a. Indicate the total number of packages.</p> <p>b. Indicate the type of package (box, pallet, etc.).</p> <p>c. Describe the hazardous materials on DD Form 836 (Shipping Paper) in accordance with the requirements of Title 48 CFR, Subpart C, Shipping Papers (48 CFR 172.200 - 172.205). NOTE: If additional space is required, use continuation sheet (DD Form 836C). Example: Rocket Motors, 1 JC, UN 0280, PG II Stimulant Powder, 4 J, UN 1433, PG I</p> <p>d. The total weight (e.g., lbs, kg, etc.), or volume (e.g., liter, cc, etc.) of hazardous material.</p> <p>e. Net Explosive Quantity (NEQ). For explosives (Hazard Class 1) shipments, enter the Net Explosive Quantity (weight) for each proper shipping description listed. Net Explosive Quantity (weight) for explosives shall be obtained from the Joint Hazard Classification System (JHCS). NOTE: For transportation, the NEQ (weight) shall consist of the Net Explosive Weight and the Net Propellant Weight combined, as listed in the JHCS. Example: 1 round, M59 120-80-70 1-2073 DD SIC C136</p> <p>Net explosive weight (kg): 1.57642 Net propellant weight (kg): 2.10093 Net Explosive Quantity (kg): 1.887313</p>	<p>STEP 3</p> <p>Item 4.</p> <p>a. Enter the shipper address and telephone number where the hazardous material originated. Telephone number shall be entered at all times (24 hour) until shipment is received by consignee. Telephone number is for NOTIFICATION PURPOSES ONLY. Emergency contact area shall be obtained from the appropriate 24 HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBER.</p> <p>b. Enter the six digit Department of Defense Activity Address Code (DDAAC) and/or the precise geographic location of the ultimate consignee (if known) or receiver of HAZMAT shipment.</p> <p>c. Additional information or notification if needed.</p> <p>STEP 4</p> <p>Item 5. A additional handling instructions from shipper.</p> <p>STEP 5</p> <p>Item 6. The official or person (signs from 6.a) must be qualified to certify that the shipment complies with the requirements of this instruction. Signature of certifying official or person must be in writing (legible).</p> <p>NOTES:</p> <p>1. Before starting from warehouse or being reloaded, a qualified person must ensure that all hazardous materials are properly repackaged and secured (i.e., blocked, braced, tied down) prior to transportation.</p> <p>2. Completion of a new DD Form 836 is not required. Original DD Form 836 may be used provided that:</p> <p>a. Change Item 1. (Shipper) and Item 2. (Date of Travel) as appropriate.</p> <p>b. Change Item 3. (Weight) If accident or material used shall be declared from form by a meeting out or being through. If hazardous materials which remain, but are in different quantity shall have the correct amounts entered in the appropriate section(s).</p> <p>c. Change Item 6.a) If Crossed original signature (if different certifier will be used). If a qualified individual (if available) has signed in writing (legible). If a qualified individual is not available, then the Officer in Charge (IC) or War Commander (Officer in Charge (IC) shall sign in writing (legible) to verify that the above procedures have been performed for the return trip to base.</p> <p>STEP 6</p> <p>Item 6b. Signature(s) of operator(s) of vehicle who certifies that material is properly blocked, braced, and safe for transport in commerce.</p>

DD FORM 836 INST, JUL 96

APPENDIX M

GUIDE 112 EMERGENCY RESPONSE CARD

EMERGENCY RESPONSE CARD		INITIAL ISOLATION AND PROTECTIVE ACTION DISTANCES (if applicable)			
		SMALL SPILLS		LARGE SPILLS	
		From a small package or small leak (less than 1 large package)	From a large package or from many small packages	From a small package or small leak (less than 1 large package)	From a large package or from many small packages
		ISOLATE or all directions	PROTECT or all directions	ISOLATE or all directions	PROTECT or all directions
		DAY	NIGHT	DAY	NIGHT
		Minimum (feet)	Maximum (feet)	Minimum (feet)	Maximum (feet)
PROPER SHIPPING NAME _____ HAZARD CLASS _____ I.D. NO. _____ PACKAGING GROUP _____					
GUIDE 112 EXPLOSIVES-DIVISION 1.1, 1.2, 1.3, 1.5 OR 1.6; CLASS A OR B NAERG 96					
POTENTIAL HAZARDS					
FIRE OR EXPLOSION <ul style="list-style-type: none"> • MAY EXPLODE AND THROW FRAGMENTS 1600 METERS (1 MILE) OR MORE IF FIRE REACHES CARGO. • For information on "Compatibility Group" letters, refer to Glossary section. 					
HEALTH <ul style="list-style-type: none"> • Fire may produce irritating, corrosive and/or toxic gases. 					
PUBLIC SAFETY <ul style="list-style-type: none"> • CALL Emergency Response Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer, refer to appropriate telephone number listed on the inside back cover. • Isolate spill or leak area immediately for at least 500 meters (1/3 mile) in all directions. • Move people out of line of sight of the scene and away from windows. • Keep unauthorized personnel away. • Stay upwind. • Ventilate closed spaces before entering. 					
PROTECTIVE CLOTHING <ul style="list-style-type: none"> • Wear positive pressure self-contained breathing apparatus (SCBA). • Structural firefighters' protective clothing will only provide limited protection. 					
EVACUATION					
Large Spill <ul style="list-style-type: none"> • Consider initial evacuation for 800 meters (1/2 mile) in all directions. 					
Fire <ul style="list-style-type: none"> • If rail car or tanker is involved in a fire and heavily exposed explosives such as bombs or artillery projectiles are suspected, ISOLATE for 1500 m (1 mile) in all directions; also, initiate evacuation including emergency responders for 1600 m (1 mile) in all directions. • When heavily encased explosives are not involved, evacuate the area for 800 meters (1/2 mile) in all directions. 					
EMERGENCY RESPONSE					
FIRE <ul style="list-style-type: none"> • CARGO Fires <ul style="list-style-type: none"> • DO NOT fight fire when fire reaches cargo! Cargo may EXPLODE! • Stop all traffic and clear the area for at least 1600 meters (1 mile) in all directions and let burn. • Do not move cargo or vehicle if cargo has been exposed to heat. • TIRE or VEHICLE Fires <ul style="list-style-type: none"> • Use plenty of water - FLOOD it if water is not available, use CO₂, dry chemical or dirt. • If possible, and WITHOUT RISK, use unwarmed hose holders or monitor nozzles from maximum distance to prevent fire from spreading to cargo area. • Pay special attention to tire fires as re-ignition may occur. Stand by with extinguisher ready. 					
SPILL OR LEAK <ul style="list-style-type: none"> • ELIMINATE all ignition sources: no smoking, flames, sparks or flames in immediate area. • All equipment used when handling the product must be grounded. • Do not touch or walk through spilled material. • DO NOT OPERATE 8000 TRANSMITTERS WITHIN 100 METERS (330 FEET) OF ELECTRIC DISTRIBUTION. • DO NOT CLEAN-UP OR DISPOSE OF, EXCEPT UNDER SUPERVISION OF A SPECIALIST. 					
FIRST AID <ul style="list-style-type: none"> • Move victim to fresh air. • Call emergency medical care. • Apply artificial respiration if victim is not breathing. • Administer oxygen if breathing is difficult. • Remove and isolate contaminated clothing and shoes. • In case of contact with substance, immediately flush skin or eyes with running water for at least 20 minutes. • Ensure that medical personnel are aware of the material(s) involved, and take precautions to protect themselves. 					

APPENDIX N

GUIDE 114 EMERGENCY RESPONSE CARD

EMERGENCY RESPONSE CARD		INITIAL ISOLATION AND PROTECTIVE ACTION DISTANCES (if applicable)			
		SMALL SPILLS		LARGE SPILLS	
PROPER SHIPPING NAME		From a small package or small spill (from a large package)	From a large package or from cargo and containers	From a small package or small spill (from a large package)	From a large package or from cargo and containers
HAZARD CLASS	I.D. NO.	HAZARD CLASS	I.D. NO.	HAZARD CLASS	I.D. NO.
PACKAGING GROUP					
GUIDE 114 EXPLOSIVES - DIVISION 1.4; CLASS C		NAERG 96			
POTENTIAL HAZARDS					
FIRE OR EXPLOSION					
<ul style="list-style-type: none"> • MAY EXPLODE AND THROW FRAGMENTS 500 METERS (1/3 MILE) OR MORE IF FIRE REACHES CARGO. • For information on "Compatibility Group" letters, refer to Glossary section. 					
HEALTH					
<ul style="list-style-type: none"> • Fire may produce irritating, corrosive and/or toxic gases. 					
PUBLIC SAFETY					
<ul style="list-style-type: none"> • CALL Emergency Response Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer, refer to appropriate telephone number listed on the inside back cover. • Isolate spill or leak area immediately for at least 100 meters (330 feet) in all directions. • Move people out of line of sight of the scene and away from windows. • Keep unauthorized personnel away. • Stay upwind. • Ventilate closed spaces before entering. 					
PROTECTIVE CLOTHING					
<ul style="list-style-type: none"> • Wear positive pressure self-contained breathing apparatus (SCBA). • Structural firefighters' protective clothing will only provide limited protection. 					
EVACUATION					
<ul style="list-style-type: none"> • Large Spill • Consider initial evacuation for 250 meters (800 feet) in all directions. 					
Fire					
<ul style="list-style-type: none"> • If rail car or trailer is involved in a fire, ISOLATE for 500 meters (1/3 mile) in all directions; also initiate evacuation excluding emergency responders for 500 meters (1/3 mile) in all directions. 					
FIRE					
<ul style="list-style-type: none"> • DO NOT fight fire when fire reaches cargo. Cargo may EXPLODE! • Stop all traffic and clear the area for at least 500 meters (1/3 mile) in all directions and let burn. • Do not move cargo or vehicle if cargo has been exposed to heat. 					
FIRE OR VEHICLE FIRES					
<ul style="list-style-type: none"> • Use plenty of water - FLOOD it if water is not available, use CO₂, dry chemical or dirt. • If possible, and WITHOUT RISK, use unmanned hose holders or monitor nozzles from maximum distance to prevent fire from spreading to cargo area. • Pay special attention to the fire as migration may occur. Stand by with extinguisher ready. 					
SPILL OR LEAK					
<ul style="list-style-type: none"> • ELIMINATE all ignition sources (no smoking, flames, sparks or flames in immediate area). • All equipment used when handling the product must be grounded. • Do not touch or work through spilled material. • DO NOT OPERATE RADIO TRANSMITTERS WITHIN 100 METERS (330 FEET) OF ELECTRIC DETONATORS. • DO NOT CLEAN-UP OR DISPOSE OF, EXCEPT UNDER SUPERVISION OF A SPECIALIST. 					
FIRST AID					
<ul style="list-style-type: none"> • Move victim to fresh air. • Call emergency medical care. • Apply artificial respiration if victim is not breathing. • Administer oxygen if breathing is difficult. • Remove and isolate contaminated clothing and shoes. • In case of contact with substance, immediately flush skin or eyes with running water for at least 20 minutes. • Ensure that medical personnel are aware of the material(s) involved, and take precautions to protect themselves. 					
SUPPLEMENTAL INFORMATION					
<ul style="list-style-type: none"> • Packages bearing the 1.4S label contain explosive substances or articles that are designed or packaged in such a manner that when involved in a fire, may burn vigorously with localized explosions and projection of fragments. • Effects are usually confined to immediate vicinity of packages. • If the hazardous cargo area containing packages bearing the 1.4S label, consider initial isolation of at least 150 meters (500 feet) in all directions. Fight fire with normal precautions from a reasonable distance. 					



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452000
SAN DIEGO CA 92145-2000

StaO P8600.1A Ch 1
Ordnance

7 SEP 2001

STATION ORDER P8600.1A CH 1

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR THE PROCESSING AND
SUPPORT OF CLASS V AMMUNITION AND EXPLOSIVES (SHORT TITLE:
SOP FOR THE STATION ORDNANCE SECTION)

Encl: (1) New Appendix A

1. Purpose. To direct page replacements and pen changes to the
basic Order.

2. Action

a. On the letterhead page, paragraph 4 change "NAVSEA 8023.11"
to read "NAVSEAINST 8023.11."

b. On page 2-7, paragraph 2007.13e, delete, OPNAVINST 4790.1_
and change "OPNAVINST 8600.2B" to read "OPNAVINST 8600.16."

c. On page 2-10, paragraph 2008.5, change "NAVSEA OP 2165" to
read "NAVSEA SW020-AG-SAF-010."

d. On page 2-11, paragraph 2008.14, change "OPNAVINST 8600.2"
to read "OPNAVINST 8600.16."

e. On page 2-14, paragraph 2011, last line, change "4-1.3.4"
to read "4-1.15."

f. On page 4-6, paragraph 4101, change "SPCCINST 8010.12" to
read "NAVSUP P-732" and change "OPNAVINST 8600.2B" to read
"OPNAVINST 8600.16."

g. On page 4-7, paragraph 4102.2, change "MIL-STD-129J" to
read "MIL-STD-129_."

h. On page 4-9, paragraph 4103.1e(4), change "NAVSEA OP 2239"
to read "NAVSEA SW020-AF-ABK-010."

i. On page 4-10, paragraph 4104.3b, change "after working
hours at 331-7639 (duty pager)" to read "after working hours at
duty cell (619) 200-9873 and duty pager (858) 815-1572."

j. On page 5-4, paragraph 5002.3, first sentence insert
"required by the NAVSEA SW020-AF-ABK-010" after "Operator's
Inspection Guide and Trouble Report)."

7 SEP 2001

k. On page 5-4, paragraph 5003 change "OP 2239," to read "NAVSEA SW020-AF-ABK-010."

l. On page 5-4, paragraph 5004.1, change "2239" to read "NAVSEA SW020-AF-ABK-010."

m. On page 5-5, paragraph 5005.5h change "BOE-6000-M" to read "BOE-6000_."

n. On page 5-8, paragraph 5007.2f(2) and paragraph 5007.2f(5), change "NAVSEA OP 2239" to read "NAVSEA SW020-AF-ABK-010."

o. On page 7-3, paragraph 7000.3, change "OPNAVINST 8020.13" to read "NAVSEA OP 5 Vol 1."

p. On page 9-4, paragraph 9002.1, change "OPNAV 8020.13", to read "NAVSEA OP 5 Vol 1."

q. On page 11-3, paragraph 11002.1(b), change sentence to read

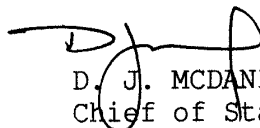
"b. Notify EOD during working hours at 577-7699, 7800, 7801, 7802, and after working hours call (619) 917-4838."

r. On page 12-3, paragraph 12001.5, change "DSN 267-4988" to read "DSN 267-8868, change "(619) 577-4988" to read "(858) 577-8868" and change "ext. 1798" to read "ext. 1545."

s. On page I-1, paragraph 3b, delete "OPNAVINST 8023.2 and."

t. Remove all of Appendix A and replace it with the new enclosed Appendix A.

3. Filing Instructions. File this Change transmittal directly behind the signature page of the basic Order.


D. J. MCDANIEL
Chief of Staff

DISTRIBUTION: A

SOP FOR THE STATION ORDNANCE SECTION

APPENDIX A

REFERENCES/PUBLICATIONS

The current edition of the following publications shall govern the handling and processing of munitions aboard MCAS Miramar:

<u>Short Title</u>	<u>Long Title</u>
	ROLMS Security Manual
	ROLMS Database Administrators Guide
ABO 8023.2_	Handling, Storage and Transportation of Class V (A) Aviation Ordnance Material
ALMAR 093/98	Follow-on Policy Changes for Security and Accountability of Arms, Ammunition and Explosives
ALMAR 397/97	Interim Policy Changes for Security and Accountability of Arms, Ammunition, and Explosives
BOE-6000_	Hazardous Materials Regulations of the Department of Transportation
MCO 11240.66_	Standard Licensing Procedures for Operators for Military Motor Vehicles
MCO 8020.10	Ammunition and Explosives Safety Policies, Programs, Requirements, and Procedures for Class V Material
MCO 8020.1_	Handling, Transportation, Storage, Reclassification and Disposition of Ammunition and Explosives Class V(W)
MCO 8023.3	Qualification and Certification Program for Class V Munitions and Explosive Devices
MCO P4030.19	Packing and Handling of Dangerous Materials for Transportation by Military Aircraft

SOP FOR THE STATION ORDNANCE SECTION

<u>Short Title</u>	<u>Long Title</u>
MCO P8011.4	Marine Corps Table of Allowances for Class V(W) Material (Peacetime)
MIL-STD 129_	Military Standard Marking for Shipment and Storage
NAVAIR 11-100-1 Series	Cartridges and Cartridge Actuated Devices
NAVSEA OP 2173	Approved Handling Equipment for Weapons and Explosives
NAVSEA SWO10-AF-ORD-010	Identification Of Ammunition
NAVSEA SWO20-AF-ABK-010	Motor Vehicles Driver and Shipping Inspectors Manual for Ammunition and Explosives and Related hazardous Materials
NAVSEA SWO20-AC-SAF -010/020/030	Transportation and Storage Data for Ammunition, Explosives, and Related Hazardous Materials
NAVSEA SWO23-AH-WHM-010	Handling Ammunition, Explosives and Hazardous Material Handling Equipment (MHE)
NAVSEA OP 3565	Electromagnetic Radiation Hazards to Ordnance
NAVSEA OP 5 Vol. 1	Ammunition and Explosives Ashore
NAVSEAINST 8023.11	SOP's for the Processing of Expendable Ordnance at Navy and Marine Corps Activities
NAVSEAINST 8023.7	Ammunition Storage Facilities
Navy Regulations, Ch. 10	
NAVSUP P-724	Conventional Ordnance Management Policies
OPNAVINST 5530.13_	Department of the Navy Instruction for Conventional AA&E
STAO 8020.1	SOP for Combat Aircraft/Hazardous Cargo Loading Area

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MK 11 MOD 0-2, 40mm Gun Maintenance Manual

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Ammunition Unserviceable, Suspended and
Limited Use.